



DEPARTMENT OF THE NAVY
COMMANDER NAVAL SURFACE RESERVE FORCE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5100

COMNAVSURFRESFORINST 3502.1C CH-1
N3

20 SEP 1999

COMNAVSURFRESFOR INSTRUCTION 3502.1C CHANGE TRANSMITTAL 1

Subj: SURFACE MASTER TRAINING PLAN

Encl: (1) Revised page IV-2-12 of the basic instruction.

1. Purpose. To transmit Change 1 to the basic instruction.
2. Action. Remove page IV-2-12 from the basic instruction and replace with enclosure (1) of this change transmittal. Subparagraph 4214a(3) has been revised.

M. P. KAUCHAK
Chief of Staff

Distribution: (COMNAVSURFRESFORINST 5218.2B)

List A (A1, A2A, A3, A5 only)

B1 (23C, FR12 only)

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C2

E1 (21A1, 21A2, 22A1, 22A2, 22A3, 23A2, 23B2, 24D1, 24D2, 24G1, 24G2, 24H1, 24H2, 25A only)

E2 (26C1, 26H1, 26W1A, 26W2, 26DD1, 26DD2, 26QQ1, 26QQ2, 26SS only)

E3 (41A, 50A only)

E4 (F131 only)

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E8 (FT1, FT5, FT46 only)

E9 (24J4, 4GA, V13 only)



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COMNAVSURFRESFORINST 3502.1C

N7

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COMNAVSURFRESFORINST 3502.1C

Subj: SURFACE MASTER TRAINING PLAN

1. Purpose. To provide all Naval Surface Reserve Force activities and personnel with policies and procedural guidance for training personnel in the Naval Surface Reserve Force. This instruction is a complete revision and should be read in its entirety.
2. Cancellation. COMNAVSURFRESFORINST 3502.1B
3. Discussion. The major changes to this instruction are incorporation of the new readiness methodology from COMNAVRESFORINST 3501.1K and replacing the Standard Training Event Planning System (STEPS). There are other minor changes throughout the instruction.
4. Format. Exhibits applicable to a specific chapter are placed immediately following the section.
5. References. The references are listed in appendix A.
6. Action. All Naval Surface Reserve Force commands will implement this instruction effective immediately.
7. Forms. Refer to appendix B for the list of forms mentioned in this instruction.
8. Reports. Refer to appendix C for the reports contained within.

J. F. BRUNELLI

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C2

E1 (21A1, 21A2, 22A1, 22A2, 22A3, 23A2, 23B2, 24D1, 24D2, 24G1, 24G2, 24H1, 24H2, 25A Only)

E2 (26C1, 26H1, 26W1A, 26W2, 26DD1, 26DD2, 26QQ1, 26QQ2, 26SS only)

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SECTION I

OVERVIEW

CHAPTER 1

INTRODUCTION

1101. Introduction. This instruction delineates the policies and procedures to be used for training Full Time Support (FTS) personnel and Selected Reservists (SELRES) in the Naval Surface Reserve Force. The information is presented in a concise format with emphasis on policy statements. In addition to this overview, there are four main sections to this instruction, each conforming to a step in the training cycle: Planning, scheduling, execution, and analysis. This guidance must be used by Naval Reserve Readiness Commands, Naval Reserve Centers (RESCENs), commissioned units, and augment units when training to perform their assigned mobilization missions. The term RESCEN also refers to a Naval and Marine Corps Reserve Center. The title Reserve unit Commanding Officer (CO) as used in this instruction refers to both COs and Officers in Charge (OIC) of Reserve units.

SECTION I

OVERVIEW

CHAPTER 2

BACKGROUND

1201. Mission. As defined in Title 10 USC 262, the mission of the Naval Reserve is to ". . . provide trained units and qualified persons available for active duty in the armed forces, in time of war or national emergency and at such other times as the national security requires. . . ."OPNAVINST 1001.21B amplifies this mission statement by stating that, "The shift in emphasis from global war to readiness for regional conflict and forward presence operations affords greater flexibility in meeting mobilization training requirements. This new flexibility in turn offers enhanced opportunities for the Selected Reserve (SELRES) to provide peacetime support to the active component for forward presence."

1202. Naval Reserve Organization. The Naval Reserve Force consists of the staff of the Commander, Naval Reserve Force (COMNAVRESFOR), the Naval Surface Reserve Force, the Naval Air Reserve Force, and selected shore activities assigned to COMNAVRESFOR by the Chief of Naval Operations (CNO). Reservists are classified as Ready, Standby, and Retired Reservists. The Ready Reserve is comprised of individual members and units assigned to the SELRES or the Individual Ready Reserve (IRR). Ready Reserve members in a pay status are called SELRES. Drilling SELRES are required to participate in Inactive Duty Training (IDT) (weekend drills) and Annual Training (AT). This instruction specifically addresses training of SELRES assigned to the Naval Surface Reserve Force. SELRES in the Surface Reserve Force can be assigned to an augment unit or to a commissioned unit. An augment unit is not capable of supporting itself when mobilized and is intended to augment an active duty command that already exists. A commissioned unit is intended to be a self-supporting command capable of functioning independently when mobilized. The processes in this instruction are most applicable to augment units, but may apply equally well, or can be readily adapted, to commissioned forces.

1203. Responsibilities. The chain of command's responsibilities for training are:

a. Echelon I. The CNO exercises command over all Naval Reserve activities through COMNAVRESFOR. The CNO is responsible for the organization, administration, training, and equipping of the Naval Reserve, and for the mobilization planning required to reinforce and augment active forces effectively.

b. Echelon II. COMNAVRESFOR exercises policy, direction, control, administration, and management of the SELRES, and, as Director of Naval Reserve, serves as the principal advisor to the CNO on all matters pertaining to the SELRES.

c. Echelon III. Commander, Naval Surface Reserve Force (COMNAVSURFRESFOR) prescribes policies and procedures for training the Surface Reserve Force, and monitors implementation.

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d. Echelon IV. Commander, Naval Reserve Readiness Command(s) (COMNAVRESREDCOM) are responsible carrying out the policies of higher authority and monitoring all of the training at RESCENS within their assigned geographic areas of responsibility. Most of the Reservists assigned to COMNAVSURFRESFOR are attached to augment units within RESCENS. However, a growing number of Reservists are assigned to commissioned units that report to other echelon IV commanders.

e. Echelon V. COs of RESCENS are responsible for planning, scheduling, executing, and analyzing all training conducted at their commands.

f. Echelon VI. The COs of Reserve units are responsible for planning, scheduling, executing and analyzing all training for their Reserve unit to maximize mobilization readiness, individual professional development, and peacetime support provide to USN.

1204. Surface Reserve Force Programs. Naval Surface Reserve Force Reserve units are categorized into programs under their Office of the Chief of Naval Operations (OPNAV) program sponsor and primary mission areas. Each program is identified with a number, for example, program 32 is Health Services.

a. The following is a listing of the major program numbers and the types of units assigned to each:

<u>Program</u>	<u>Title</u>
01	Submarine Forces
02	Mine Forces
03	Mobile Logistic Support
04	Surface Combatant
05	Air
06	Cargo Handling
07	Construction Forces
08	Amphibious Forces
09	USMCR Medical/Dental Units
10	Special Warfare
12	Major Fleet/Force Staff
13	Major Unified/Joint Shore
14	Support of Allies
15	Telecommunications
21	Military Sealift
22	Naval Control of Shipping
23	Bases and Stations
26	Space and Warfare Systems
29	Sea Systems Command
30	Supply Systems
31	Merchant Marine
32	Health Services
33	Training
34	Personnel Services
35	Public Affairs
36	Law
37	Chaplains/Religious Program Specialists
38	Research
42	Maintenance
46	Fleet Hospital

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b. COMNAVSURFRESFOR provides annual guidance to surface Reserve activities in each of these programs. This program guidance is transmitted by Naval message in February of each year and provides guidance for the following Fiscal Year (FY). This message will generally address such issues as changes to resource/program sponsors, unique training requirements, conference schedules, projections for changes in manpower structure, unit establishments and disestablishments, and other management concerns.

1205. Training Philosophy. The Naval Surface Reserve Force is primarily focused on requirements based training. Each Reservist is given a document, an Individual Training Plan (ITP), listing all of the training requirements for their mobilization billet. Training to accomplish these mobilization training requirements must be given priority. These requirements, which are established by the program sponsor, technical manager, and gaining active duty command, define the training required for the Reservist to be fully mobilization ready. Per OPNAVINST 1001.21B, these training requirements must mirror the training required of the Reservist's active duty counterpart performing the same duties.

1206. Training Strategy. The training strategy of the Surface Reserve Force is to select the most effective method from available resources to accomplish mobilization training requirements and provide peacetime support. Carrying out the Naval Surface Reserve Force training program requires an understanding of systemic restrictions peculiar to the Surface Reserve Force. Drill limitations, unit placement, billet location, and unit composition are among the factors affecting the Surface Reserve training strategy.

a. Drill limitations. Reserve training time is limited and must be used to maximize mobilization readiness. Most Reservists drill and train only 1 weekend per month and an average of 12 days AT per year. Most commissioned units and some augment units are allowed additional IDT drills, but generally, surface augmentation units are limited to 48 drills per year. The flexibility does exist to allow any Reservist to conduct multiple drill periods continuously over several days for up to 40 continuous drills. This flexible drill policy is explained in COMNAVRESFORINST 1001.5C. This is just one example of innovative methods being used to meet the challenge of accomplishing the best mobilization training during this limited drill time.

b. Unit placement/billet structuring. SELRES demographic distribution affects Surface Reserve training in many ways. While most active Navy commands are concentrated in major coastal ports, a significant number of Reservists live and drill elsewhere. As a result, many Reserve units are located at a considerable distance from their gaining command. This presents a significant challenge since the best training for a Reservist is mostly available at the gaining command, not the RESCEN. To meet this challenge, we must always seek new and innovative ways to train Reservists in our RESCENs or their local areas. The billet we need to assign a Reservist is not always located in the RESCEN where the Reservist drills. Sometimes we must Cross-Assign Out (CAO) a Reservist to a billet managed by another RESCEN. Training CAO personnel is particularly challenging. Responsibility to schedule and conduct training on all CAO personnel rests with the drill site/unit where the individual is physically located.

c. Billet instability. SELRES billets are established based on gaining command manpower requirements. As requirements and resources change, so does

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the billet distribution between active and SELRES. The billet changes we experience in the Naval Reserve result from this process.

d. Augment unit composition. The Reserve augment unit's main purpose is to round out the gaining command to wartime complement. Augment unit composition affects training because billets are structured for gaining command support, not for unit support. Reserve augment units are not structured for command functionality or administrative organization. This is especially evident in ship augment units where the senior billets requiring more highly skilled personnel are in the active component and the majority of Reserve unit billets are generally personnel in lower paygrades with less knowledge and experience. As a result, there are fewer leadership personnel available in the SELRES unit to do the training and administration. In most cases, these leadership gaps are filled by placing Administrative Surface billets in these units to provide midgrade management.

e. Volunteer force. Most SELRES drill on a voluntary basis, even though some are initially obligated by contract to drill. Unlike obligated SELRES members, nonobligors may quit (transfer to an inactive status) anytime. Their voluntary service makes it important that they receive valuable and meaningful Reserve training. Numerous studies have shown that meaningful training increases morale which leads to higher retention.

f. Diversity. Training across the Naval Surface Reserve Force has to be as diverse as its supported programs. Training evolutions must be flexible to accommodate this diversity and should provide alternative methods for accomplishment. Units collocated with gaining commands should drill with the active command. Others should go on Inactive Duty Training Travel (IDTT) to their gaining command for as long and as often as possible. The longer the IDTT, the better the IDTT funding use. Recognizing that funding limitations exist, many individuals will train more frequently at or near their local RESCEN. Those sites with Civilian Augmented Training (CAT) or joint service assets available nearby should use them. Qualification Study Packages (QSPS), Interactive Courseware, Surface Training Courses, and other mobilization and professional training resources should be used for personnel who train at the RESCEN. Active Duty Training (ADT) mandays should be requested and quotas obtained for personnel requiring Navy Enlisted Classification (NEC) related schools. Many training alternatives exist. Each CO must be proactive, flexible, and innovative to research the resources available and provide the best training possible to improve mobilization readiness.

1207. Peacetime Support. Peacetime support is defined as readiness related activity supporting the mission needs of the active component. Working alongside their active counterparts increases the mobilization value of Reservists and relates directly to their individual proficiency and readiness for crisis response. Reserve unit COs must always strive to provide the support requested by their gaining commands. The Naval Reserve exists to support the Navy. Although this peacetime support is not accounted for on the ITP, it does enhance the individual proficiency of the Reservist. Providing peacetime support is an essential part of the Naval Reserve's mission and clearly contributes to the Reservist's mobilization readiness. Mobilization training requirements should be given first priority for accomplishment; however, a CO must exercise good judgement when evaluating those cases when a gaining command's need for peacetime support conflicts with the need to accomplish ITP requirements. When the gaining command determines that

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peacetime support is of greater value, and funding is available, the CO should seek to comply with the gaining command's priorities. In these cases, a clear plan should exist, with the gaining command's concurrence, for scheduling the accomplishment of deferred ITP requirements. The CO should always seek to determine whether funding exists through the gaining command's major-claimant to fund the peacetime support evolution. Often times, it is possible to fund one AT/ADT, the required peacetime support through the major claimant, and also be able to accomplish ITP requirements using Reserve funding (AT/ADT/IDTT). In all cases, good judgement must be used and any request for peacetime support which cannot be funded at the local level must be forwarded to COMNAVSURFRESFOR (N3) via the chain of command for review prior to denial.

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SECTION I

OVERVIEW

CHAPTER 3

THE TRAINING PROCESS

1301. The Training Process. Training is a continuum that begins when a Reservist joins the Naval Reserve and ends when the Reservist leaves the Naval Reserve. SELRES training plans must be flexible to accommodate the gaining command's changing requirements, limited training opportunities, and changing availability of resources. IDTT opportunities, exercise requirements, peacetime support, and the availability of required courses are constantly changing causing training plans to require frequent updates. Proper planning and adjustments are imperative for budgeting, logistics arrangements, employer notification, and training execution.

1302. The Training Cycle

a. The training cycle consists of four distinct primary phases each of which is critical to efficiently achieve maximum training readiness. The phases of the training cycle are:

- (1) Planning
- (2) Scheduling
- (3) Executing
- (4) Analyzing

b. Exhibit I-3-1 of this chapter illustrates the Training Cycle; each phase is discussed in detail in the following chapters.

1303. Planning. Mobilization billet training requirements are easily identified using the automated system and provided at each RESCEN. The RSTARS system has different modules that are used by a RESCEN to effectively manage the personnel assigned. The Manpower Module RSTARS(MP) provides all of the necessary personnel and administrative information on an individual Reservist. The Training Module RSTARS(TM) provides the training requirements for each Reservist and contains automated means for scheduling the accomplishment of those requirements and recording the training once complete. Using the RSTARS(MP) and (TM) systems; billet, personnel, readiness information, and training requirements are combined to create the RSTARS(TM) database which is the foundation for the entire training process.

a. Billet, personnel, and readiness information are transmitted from the Reserve Training Support System (RTSS) to RSTARS(MP).

b. RSTARS(MP) downloads billets and personnel information to RSTARS(TM) where each person's record is joined with a listing of the training requirements for the individual's billet to create an ITP for each Reservist.

c. ITPs and management reports are produced from RSTARS(TM) data to serve various functions:

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(1) Interview sheets are generated for personnel in billets that have more than one possible training path. These ITPs allow more than one way to achieve a particular training requirement and are referred to as unconfigured ITPs.

(2) ITPs or interview sheets are automatically generated for each individual based on the Reservist's billet and training requirements. When billet assignments change, ITPs change to reflect new requirements. RESCEN staff personnel will ensure units receive ITPs or interview sheets for new assignments each drill weekend.

(3) RSTARS(TM) management reports complement the planning function by sorting deficiencies for mobilization essential training in the order of most to least number of personnel needing the training. The training requirements report details ITP training requirements that need to be accomplished, both essential training required for mobilization and performance enhancing training. Professional training, directed training, and On the Job Training (OJT) requirements may be appended to this report to produce Unit Training Objectives (UTOs). Knowing the resources that are available, the Reserve unit CO and Training Officer (TO) can develop a plan for accomplishing training deficiencies.

1304. Scheduling. UTOS are the basis for the Event Planning and Scheduling (EPS) system input from each unit which lists FY training requirements and requested resources needed to accomplish required training. EPS is an automated system used to document a Reserve unit's plan for training that the unit needs to accomplish during the FY. This plan is evolutionary, constantly changing in response to changing requirements, resource availability, personnel needs, and gaining command desires. An effective EPS plan must be developed well in advance of the new FY for budget planning purposes and then maintained on at least a monthly basis to stay current. Using the EPS plans for all Reserve units assigned, each RESCEN conducts a monthly Planning Board For Training (PBFT) to discuss the training objectives for the FY and review UTS and RESCEN Consolidated Training Schedules (CTS). The training schedules document specific training to be conducted, who the training is for, where it will be held, and when the class will convene.

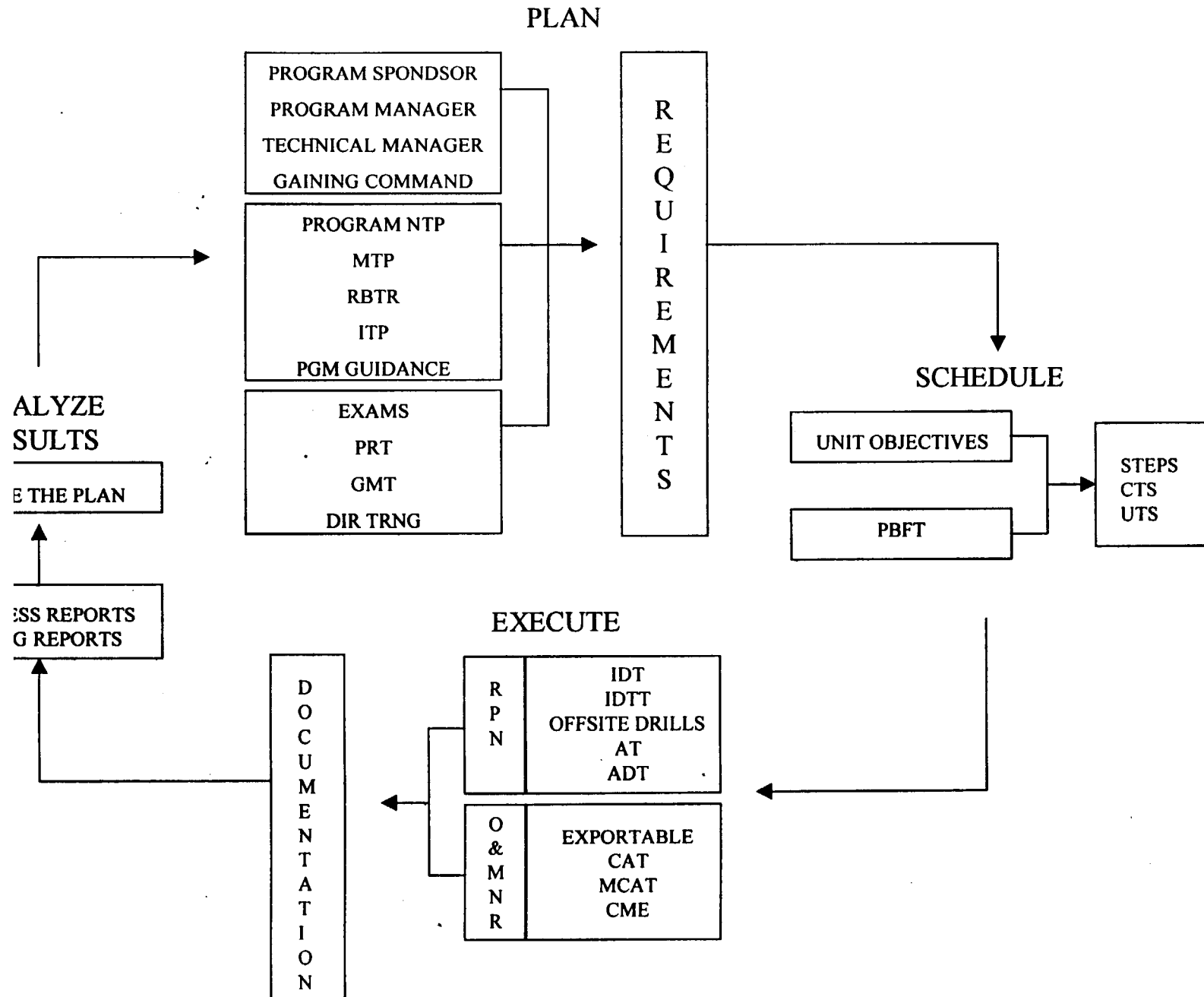
1305. Executing. Once the training requirements have been determined, the resources identified to accomplish that training, and schedules written detailing when, where, and how the training will be accomplished, this training plan must be properly and efficiently executed. This portion of the process involves orderwriting; logistic arrangements for the Reservist's travel, messing and berthing; classroom and instructor preparation; execution of contracts for services and facilities; critique of the instruction; feedback to improve the logistics support; and documentation of the training once accomplished. Once the accomplished training has been properly recorded in RSTARS, each Reservist's Individual Readiness Assessment Designator (IRAD) code must be updated in RSTARS. This information is then electronically communicated to RTSS to update the Naval Reserve's master database.

1306. Analysis. This is a critical phase of the training process that is most often overlooked. After each training evolution, the Reserve unit and/or RESCEN should critically analyze the instruction and logistics support received to determine where process improvements might be made. The RTSS system gives us the capability to create a number of management reports that

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allow the leadership of the Surface Reserve Force to accurately assess the readiness of the force. Reserve unit and RESCEN COs must use the reports in RSTARS(TM) to determine the remaining training deficiencies and begin the training cycle again. Feedback received must also be reviewed to determine what improvements should be made to the processes that will contribute towards higher readiness attainment.

TRAINING CYCLE



SECTION I

OVERVIEW

CHAPTER 4

RESPONSIBILITY

1401. Echelon IV Commanders. Echelon IV commanders will provide oversight, instruction, guidance, and assistance to subordinate field activities to ensure that all training programs are implemented properly and to the maximum readiness benefit. They will:

a. Budget and allocate training funds to subordinate activities. (Budget holders only.)

b. Ensure that the training resources. provided are properly and most effectively used, and published training program guidance is adhered to.

c. Monitor readiness data to identify processes that can be improved. Ensure IRADs reported are accurate. Provide feedback to field activities.

d. Submit Training Resource Requests (TRRs) to identify ITP administrative deficiencies or training support required from higher echelons.

e. Ensure that billet related training is the first priority for allocating resources.

f. Ensure that mobilization, professional and directed training are planned, conducted, and documented as required.

g. Ensure subordinate commands are provided the resources and support necessary to conduct training. Monitor cost effectiveness, appropriateness, and expenditures of training funds. Readiness Commands (REDCOMs) must authorize any expenditure of CAT funds in excess of \$500 per student.

h. Consolidate EPS system inputs from subordinate activities for use at the echelon IV level.

i. Ensure field activities are aware of AT/ADT opportunities which are available to Reserve units.

j. Monitor assigned subordinate commands through assist visits or other means as appropriate to ensure compliance with training directives.

k. Oversee distribution of information describing unique training capabilities at facilities within their geographic area.

l. Appoint a Naval Warfare Publication (NWP) Coordinator to assist RESCENS in maintaining their NWP libraries. Ensure that RESCENS with NWP libraries require this resource.

1402. Echelon V COs. The proactive involvement of the CO and their FTS staff are, essential for effective training planning, scheduling, execution, and analysis. "RESCENS will:

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- a. Maintain an ITP in RSTARS (TM) for each SELRES in a mobilization billet and ensure ITPs are used to develop the unit's training plan. If an RSTARS (TM) ITP is not available, use the generic ITPs that are available in RSTARS (TM).
- b. Ensure training is documented in RSTARS(TM) and in the Reservist's service record as required by the Chief of Naval Personnel. Only those entries required by the Chief of Naval Personnel must be documented in the service record. The RSTARS(TM) record will serve as official documentation for all other requirements.
- c. Enter IRAD codes into RSTARS(MP).
- d. Maintain a properly stocked library at each RESCEN and ensure that it is available to support ITP and unit training.
- e. Conduct PBFT.
- f. Consolidate Reserve unit EPS submissions and forward to the echelon IV commander.
- g. Conduct consolidated training using Qualification Study Package (QSP) or other standardized training materials as available. If standardized material is not available, use locally produced lesson plans. Publish a Consolidated Training Schedule (CTS) and a consolidated Plan of the Day (POD) for each day of the drill weekend.
- h. Report training deficiencies via TRR.
- i. Plan and schedule CAT, Exportable Training (EXPT), and Train The Trainer (TTT) courses. Ensure that requests meet criteria for specific funding. Oversee the quality of training to ensure that work center and/or skill maintenance training is accomplished.
- j. Evaluate instructors/Subject Matter Experts (SMES) periodically.
- k. Ensure effective liaison is conducted between each unit, its gaining command, and the supporting RESCEN.
- l. If unique training capabilities exist at the RESCEN which might be used by other nearby RESCENs, inform Reserve units and other appropriate Naval Reserve Activities (NRAs) of these capabilities.
- m. Ensure appropriate training is provided to FTS personnel. See section VI, chapter 1 of this instruction.

1403. Reserve Unit/Detachment. The unit CO is ultimately responsible for training effectiveness and mobilization readiness of their unit. In this context, unit COs also refers to detachment OICs. The CO must be knowledgeable of the training requirements for their unit and the training resources available so that they can develop the most efficient and effective plan to maximize their unit's readiness. Reserve units/detachments will:

- a. Plan, schedule, execute, document, and analyze training via RSTARS(TM) and RSTARS(MP), as appropriate.

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- b. Maintain an RSTARS (TM) ITP for each SELRES assigned. When billet assignments or requirements change, the RESCEN will forward an ITP, or an interview sheet if the ITP needs to be configured, to the unit. The Reserve unit must ensure that each Reservist is given a copy of the Reservist's ITP and is aware of the unit CO's expectations for completing the training requirements .
- c. Develop a UTS from the UTOs, ITPs, and CTS each month. The UTS will be published 2 months before the scheduled IDT periods. Annotate the UTS to reflect rescheduled and completed training. UTOs, UTSSs, and EPS must reflect the training required by local and CAO personnel. Requests for off-site drills will be included in the UTS or in the recorded minutes of the PBFT, and discussed/approved at the PBFT.
- d. Ensure that the unit CO and TO both attend the PBFT.
- e. Ensure training is properly documented and forwarded to the appropriate personnel for entry into RSTARS(TM) and service records (if required) .
- f. Maintain an effective chain of command that is proactive in resolving administrative problems for personnel in the unit and provide liaison for unit personnel with the RESCEN FTS staff.
- g. Develop and submit EPS input as directed.
- h. Schedule all Reservists to perform AT or submit waiver requests. Ensure that EPS reflects this data and applications are submitted annually before 30 June.
- i. Liaise with the gaining command. Inform the gaining command of specific individual training needs. Provide peacetime support when requested. If resources are not available for peacetime support, ensure that the RESCEN CO is informed so that they may pursue other funding sources.
- j. Schedule IDT, IDTT, and AT/ADT to appropriate commands for local and CAO personnel to receive mobilization training and provide peacetime support.
- k. Provide instructors/SMEs as scheduled by the PBFT to conduct training.
- l. Periodically evaluate instructors/SMEs.

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SECTION II

PLANNING

CHAPTER 1

SOURCES OF TRAINING REQUIREMENTS

2101. Sources. As previously stated in paragraph 1201 of this instruction, it is the mission of the Naval Surface Reserve Force to provide trained and qualified personnel to active duty commands in the event of mobilization. To accomplish our mission, we must define what training is required for each Reservist to perform their mobilization duties. OPNAVINST 1001.21B requires that a Reservist be assigned the same training requirements as their active duty counterpart performing the same duties. Therefore, a Reservist's training requirements must mirror the watchstation, work center, and skills maintenance training required by their active duty counterpart. COMNAVSURFRESFOR does not impose any training requirements on a Reservist that have not been directed by one of the following sources.

a. Navy Training Plan (NTP). NTPs document resources required, both equipment and personnel, to support specific programs in the Navy. They provide baseline information used to create manpower documents, develop training plans, and procure hardware. These documents are used strictly for planning and budgeting purposes by echelon III and higher commands, and generally would not be available at the echelon IV or lower level. NTPs are reviewed and updated approximately every 3 years, and therefore, are not very responsive to minor program changes.

b. Program Sponsor. Each program/command in the Navy has a sponsor. Most sponsors are on major staffs in the Washington DC area. Normally, a sponsor inputs training requirements through the NTP update process discussed above; however, a sponsor can submit training requirements directly to COMNAVSURFRESFOR if the NTP update process is not timely enough to fulfill a critical need.

c. Gaining Command. Every Reservist with a mobilization billet has been assigned to a gaining command, or is assigned to a Type Commander (usually COMNAVSURFRESFOR) in the case of those Reserve units that do not have gaining commands. The gaining command is the command that the Reservist would normally mobilize to if mobilization were directed. Gaining commands can input training requirements directly to COMNAVSURFRESFOR for command-unique training that is not applicable to other commands of the same type. For example, a maintenance activity might have a need to train an operator for a specific piece of machinery that other commands of the same type don't have. On the other hand, if all commands of the same type are affected by the proposed change, the training requirement should be submitted to COMNAVSURFRESFOR via the gaining commands' chain of command to ensure standardization. This will allow a higher echelon to confirm that the change is needed for all commands of this type (or with this specific equipment). Some higher echelon commanders have directed that their gaining commands will submit all proposed changes to training requirements via the chain of command to the higher echelon Reserve Coordinator. Most Major Manpower Claimants and major staffs have an officer on staff assigned as Reserve Coordinator to deal with matters related "to the administration of the Reservists assigned to their subordinate commands. In those cases where guidance in this instruction

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conflicts with a gaining command's guidance from a higher echelon, the gaining command should always follow the guidance provided by its higher echelon commander.

d. CNO directed. Some requirements are directed by CNO for all Navy personnel, e.g. , advancement training requirements, leadership training, and General Military Training (GMT).

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SECTION II

PLANNING

CHAPTER 2

TYPES OF TWINING REQUIREMENTS

2201. Training Types. COMNAVRESFOR requires that the Naval Surface Reserve Force conduct certain types of training. The training requirements submitted to COMNAVSURFRESFOR by one of the sources listed in section 2101 of this instruction can generally be categorized as follows: Billet related training, professional training, and directed training.

a. Billet related training. Training necessary for a Reservist to satisfy the watchstation, work center, and skills maintenance requirements for their mobilization billet. These requirements are derived from the billet training profiles in the NTP for the Reserve unit or gaining command, or from other written guidance from the resource sponsor, major claimant, or gaining command. These requirements are issued to NRAs in the form of an ITP which lists the billet related training required of each individual Reservist for their specific mobilization billet. These requirements are the highest priority training because they directly contribute to improved mobilization readiness.

b. Professional training. Training necessary to ensure professional competence. This training generally is not billet specific, but rather, improves the individual's effectiveness beyond the constraints of their specific billet. Examples of this type of training include courses in instructor training, warfare specialties, and Damage Control (DC).

c. Directed training. Training mandated by higher authority to increase awareness and address specific needs or areas of concern not covered by other Navy training, e.g., GMT and Special Interest Item training.

d. Accession training. Training required by all personnel newly accessed into the Naval Reserve. personnel requiring accession training include:

(1) Advance Pay Grade (APG) personnel. Nonprior service or prior service personnel who are recruited to fill specific requirements and are given a temporary advancement to E2 through E6 as appropriate. Advanced Pay Grade (APG) personnel are recruited from three target groups:

(a) Nonprior service members. These Reservists have a contractual obligation to attend the APG indoctrination course for their first AT.

(b) Other service veterans. These Reservists are not required to attend the APG indoctrination course.

(c) Navy veterans. These Reservists may not attend the APG indoctrination school because they have previously attended Navy boot camp.

(d) Beginning with APG course attendees in December 1996, besides attending the APG school within 1 year of accession, all APGs that are not prior service veterans and all Accelerated Initial Accession program participants must complete the following requirements within 24 months of accession if not completed during APG school: General Shipboard Firefighting

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(J-495-0412), Basic Damage Control PQS NAVEDTRA 43119-G (chemical, biological, and radiological defense sections only), Damage Control Training (K-495-0045), and fourth class swimmer qualifications.

(2) Accelerated Initial Accession program. This is a special recruiting program allowing nonprior service personnel to enlist at a permanent grade of E2 with a temporary grade of E3. Training requirements are identical to those for the APG program including attendance at the APG course.

(3) All new affiliates (officer and enlisted) will complete the "Orientation to the Naval Reserve" course within the first 4 months of service. This is normally accomplished during RESCEN indoctrination.

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SECTION II

PLANNING

CHAPTER 3

ITP

2301. Reserve Billet Training Requirements (RBTR). An RBTR is a specific list of the training requirements a Reservist in that billet must accomplish to be fully trained to perform all duties associated with their billet. There is an RBTR for every type of mobilization billet in the Surface Reserve Force. For example, there is an RBTR for the mobilization billet entitled "Charge Nurse." Billets with this title may appear in many different Naval Hospital Reserve units, but there should be only one RBTR for a "Charge Nurse."

a. The training requirements listed in an RBTR can be generally categorized into three areas: Watchstation, work center, and skills maintenance training. The training listed in these areas should mirror the training required by a Reservist's active duty counterpart performing the same duties. Exhibit II-3-1 of this section is an example of an RBTR.

b. To assist in prioritizing and measuring training accomplishment, points are assigned to each specific requirement on the RBTR that is absolutely essential for mobilization. Other billet related training will be categorized as performance enhancing and, per COMNAVRESFORINST 3501.1K, will be listed on the RBTR without points assigned. COMNAVSURFRESFOR maintains a database of the RBTRs in the Surface Reserve Force in an automated system called the Reserve Billet Training Plan Surface System. Updates to the database are periodically distributed to NRAs through an electronic bulletin board and the Internet to be uploaded into RSTARS.

2302. ITP. When a Reservist is assigned to a specific billet in a Reserve unit, they are also assigned the RBTR for that billet. An RBTR with a specific Reservist assigned to it is referred to as an ITP. In other words, the only difference between an RBTR and an ITP is that an RBTR contains just the training requirements for a billet, while the ITP contains both the requirements and information on the individual that has been assigned to that billet. By using the point values associated with each essential training requirement on the ITP, a percentage of training accomplished can be calculated for each Reservist. This measure of readiness is the basis for the IRAD. This IRAD is entered into RSTARS(MP) to provide the basis for assessing the training readiness of each Reserve unit. All of the ITPs for Reservists assigned to a RESCEN are maintained in a database within the RSTARS Training Module (RSTARS(TM)) and all of the manpower information on each Reservist is maintained in RSTARS(MP). Exhibit 11-3-2 of this section is an example of an ITP.

a. ITPs are updated periodically to reflect changes to training requirements that have been requested by the program sponsor, technical manager, or gaining command. These updated files are downloaded to each echelon IV and V activity to be uploaded into the activity's RSTARS(TM) system. Normally, changes submitted are entered and transmitted to the field within 30 days.

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b. The RESCEN CO's responsibility is to ensure that all units receive their respective ITPs for all personnel assigned to mobilization billets. The Reserve unit CO must be knowledgeable about all of their unit's ITPs and must ensure that each Reservist in the unit is given a personal copy of their ITP. Each Reservist must make every effort to accomplish their ITP requirements and must provide documentation to the Reserve unit TO to support training accomplished.

c. Some ITPs have alternative training paths, commonly referred to as "and/or" requirements. The training path to be used by the Reservist must be decided by the unit CO/TO during the Reservist's initial interview and service record review. The RSTARS(TM) Interview Sheet will be used to document the training path decided upon during the interview. Unit COs and TOs must be aware of the training path selected and the other paths available in case circumstances change.

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Exhibit EII-3-1

 DATE: 98/09/01 PAGE: 1

RBTR BOOK

E-21-01-022

DESCRIPTION: INDP DUTY ASHORE SK

FLEXIBLE READINESS IND: IMMEDIATE

RATE(S) : SK1/SK2

PNEC/SNEC : 2813/0000

REQUIRED SECURITY INVESTIGATION:

REQ NUM	TSN NUMBER	TSN DESCRIPTION	REFERENCE	RQR	FREQ	TRAINING LENGTH	POINTS
(U) 01	FAM-000-0002	GAIN CMD & MOB BILLET INDOC INCL SORM/SECURITY PROCEDURES	CNSRF 3502.1 SERIES MASTER TRG PLAN/GAINING COMMAND INSTR	R	ONCE	-----	0
(U) 02	KNO-000-1447	MSC CURRICULUM TOPICS	STS 1500-19 SERIES	R	ONCE	-----	0
(U) 03	EXC-000-0026	TEAM TRAINING EXERCISE	PORTSCOMM EXERCISE	R	1 YEAR	-----	0
04	MIS-000-0506	OVERSEAS REG ORIENTATION/LANG	CIVILIAN AUGMENTED TRAINING	R	ONCE	-----	0
05	SET-E21-0104			R			
	NEC-000-2813	NEC 2813	NAVPERs 18068 SERIES		ONCE	-----	1
	OR CNR-551-0010	SUPPLY AND FISCAL SUPPORT (SURFACE)	CANTRAC		ONCE	19 DAYS	1
	NEC-000-2813	NEC 2813	NAVPERs 18068 SERIES		ONCE	-----	1
06	SET-E21-0107			R			
	KNO-000-2055	SMALL ARMS QUALIFICATION	3591.1 SERIES/GAINING COMMAND		ONCE	-----	0
	OR KNO-000-2055	SMALL ARMS QUALIFICATION	3591.1 SERIES/GAINING COMMAND		ONCE	-----	0
07	SET-E21-0103			R			
	COR-000-0523	DISREGARD SLOC AND MSC#55 TSNS	PENDING IMPLEMENTATION OF MSC 101 COI		ONCE	-----	0
	OR COR-000-0523	DISREGARD SLOC AND MSC#55 TSNS	PENDING IMPLEMENTATION OF MSC 101 COI		ONCE	-----	0
08	SET-E21-0108			R			
	CNA-950-0001	RECRUIT BASIC MILITARY TRAININ	NAVCRUITTRACOM GL/NITRAS/ CANTRAC		ONCE	-----	1
	OR CNR-950-0005	ADVANCED PAYGRADE INDOCTRINATI PRIOR 1996	PRODEVEN/NITRAS/CANTRAC		ONCE	12 DAYS	1
	OR CNR-950-0004	ADVANCED PAYGRADE INDOCTRINATI SAT PASS ALL MODULES AFTER '96	N7 DIRECTORATE		ONCE	12 DAYS	1
	CNJ-495-0412	GENERAL SHIPBOARD FIREFIGHTING	CIN J-495-0412/EQUIVALENT		ONCE	1 DAY	1
	CNK-495-0045	SHIPBOARD DAMAGE CONTROL TRAINING	CIN K-495-0045/STS 495-0045		ONCE	2 DAYS	1
	MIS-999-9999	THIRD CLASS SWIMMER	ACCESSION LEVEL QUALIFICATION		ONCE	-----	1
	PQS-000-0466	DAMAGE CONTROL (FIRST AID & CBR-D ONLY)	NAVEDTRA 43119-G (SERIES 105,106		ONCE	-----	1
09	SET-E21-0109			R			
	CNP-500-0025	SECOND CLASS PETTY OFFICER LEADERSHIP COURSE	CANTRAC		ONCE	12 DAYS	0

EII-3-1

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Exhibit EII-3-2

DATE: 98/09/01

PAGE: 1

INDIVIDUAL TRAINING PLAN
E-42-07-029

NAME: ALSTON PHILLIP RATE: MM2 DEPT: DIV: W/C: ASSIGNMENT: LOCAL P/S NEC: 08G9/0000
TRUIC: 87890 UNIT NAME: NR SIMA PASCAGOULA DET 1 BILLET ASGN DATE: 98/08/06

RBSC: 7415A RATE: GM1 BILLET TITLE : MK75/76MM ADVANCE TECH P/S NEC: 0801/0000
AUIC: 32770 FRI: I UMIC: 87890 GAINING COMMAND: SIMA NORVA ABSC: 86720

REQ					POINTS	POINTS	COMPLETION	PLANNED
TYPE	TSN	DESCRIPTION	REFERENCE	FREQUENCY	AVAIL.	EARNED	DATE	DATE
R	MED-000-0004	BASIC LIFE SUPPORT CPR (A) (W/RECERT AS NECESSARY)	AMERICAN HEART ASSC/RED CROSS	1 YR	0	0	___	___
R	CNA-950-0001	RECRUIT BASIC MILITARY TRAININ	NAVCROUTTRACOM GL/NITRAS/ CANTRAC	ONCE	1	0	___	___
R	CNP-500-0025	SECOND CLASS PETTY OFFICER LEADERSHIP COURSE	CANTRAC	ONCE	0	0	___	___

PRMT POINTS: 1 0 QUALIFICATION: 0.0%
POMT POINTS: 0 0 QUALIFICATION: N/A
OVERALL POINTS: 1 0 QUALIFICATION: 0.0%
IRAD: 50M88

INDIVIDUAL'S SIGNATURE: _____ DATE: _____

C. O. SIGNATURE: _____ DATE: _____

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SECTION II

PLANNING

CHAPTER 4

RESOURCES AVAILABLE

2401. Summary. Many training requirements in ITPs can be accomplished in more than one way using a variety of resources. COs are responsible to ensure the numerous training resources covered in the next few pages are used judiciously and in the most cost effective manner to maximize mobilization readiness. Resources available can be grouped into several categories: Facilities, curricula, human, financial, and equipment.

2402. Facilities

a. Local training. Local training resources are those personnel, curricula, and equipment available at the supporting RESCEN and its assigned Reserve units. Training with local resources may be scheduled and advertised as consolidated training available to personnel from all Reserve units.

b. Off-Site training. Training resources located near, but not available at, the RESCEN. COs should encourage use of non-Naval, off-site facilities when meaningful skills and training can be attained or maintained. RESCEN COs should visit other service military facilities in their local areas to determine if any training opportunities exist in which the Naval Reserve might jointly participate. If a non-Department of Defense facility is used, ensure that the REDCOM is informed and that the agreement for use has been reviewed by a judge advocate general officer to assess government liability issues.

c. Common-Site training. Training scheduled for a particular location for units from various RESCENS. For curricula with limited instructor availability, this may be the most cost effective way to conduct training for Reserve units from multiple RESCENS.

2403. Curricula

a. Surface Training Series (STS). Comprehensive training material packages designed to provide Reserve units and detachments with a standardized set of curricula. These curricula are designed to meet ITP knowledge and skill requirements. STS includes QSPs. These training packages are based upon Personnel Qualification Standards (PQS) and are designed for self-paced or instructor-led instruction. They may be used at RESCENS or gaining commands to supplement hands-on PQS training. Components of a QSP include the Instructor Guide, Student Guide and watchstation media (slide tapes, video-tapes, or computer based training). STS materials are ordered using NAVSURFRES 1550/15.

b. Responsibility and accountability for ordering, handling, stowage, and administration of examinations. Examinations are provided with some QSPs and some courses. These tests are required elements of the STS and must be administered properly. Accurate STS exam accountability cannot be overstated! Control of these materials per BUPERSINST 1430.16D and Navy Regulations.

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(1) Ordering. COMNAVSURFRESFOR provides examinations only to those RESCENS listed in the Standard Navy Distribution List. COMNAVSURFRESFOR will only ship examinations in response to an authorized written request. -

(2) Handling. The credibility and integrity of the STS examinations rely on the security of testing materials. The RESCEN must be alert to possible compromise through disclosure of the contents. COMNAVSURFRESFOR will mail all test materials in two envelopes with the inner one bearing the statement "TESTING MATERIALS - TO BE OPENED BY COMMANDING OFFICER/EXECUTIVE OFFICER ONLY". All test materials will be returned to COMNAVSURFRESFOR (N72) in double envelopes with a cover letter marked for COMNAVSURFRESFOR (N72). Examinations will, at all times, be in the custody of the CO, Executive Officer (XO), TO, or designated representative (E7 or above). All RESCENS will initiate and monitor local custodial procedures to ensure maximum safeguarding and accountability of examinations at all times. Those medical exams distributed on CD-ROM may remain in the custody of the instructor and are exempted from these handling requirements.

(3) Accountability. All testing materials shipped by COMNAVSURFRESFOR will be listed on an inventory list which accompanies the cover letter.

(4) Stowage. Examinations, answer keys, and answer sheets must be in the direct custody of an official who meets the requirements stated above. Testing materials will be stowed in an approved GSA container before and after administration of an exam.

(5) Administration. Before administering any test, the test administrator should ensure that the testing package is complete (copy of cover letter, answer key(s), and test booklet(s)). Once testing is complete, all items must be returned to COMNAVSURFRESFOR (N72).

c. Modularized NEC Training Courses. This training awards NECs by modularizing a Navy school curricula to facilitate completion of the course by a SELRES. This program is limited to specific courses, for example, NECs 8404 and 8707. Consult the NEC Manual (NAVPERS 18068) for detailed guidance.

d. Computer Based Training (CBT). A great deal of CBT software is available from commercial sources. Some CBT software is also specifically developed to satisfy particular Naval Reserve training requirements. As software and hardware are developed/procured, it is distributed.

e. Training Resource Catalogs. Catalogs of exportable onboard training may be obtained from: Naval Education and Training Professional Development and Technology Center, San Diego, CA 92132-9999; telephone numbers are DSN 522-1342 and commercial (619) 532-1342. Some sources of specific onboard training are:

(1) Type of materials: Individual PQS packages

Catalog: PQS Catalog (NAVEDTRA 43100-5)
Address: Naval Education and Training Center,
Program Management Support Activity
PQS Development Group
Pensacola, Fl 32509-9999
Phone: DSN 922-1402; commercial (904) 452-1035

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(2) Type of materials: Audiovisual materials (East of the Mississippi River)

Catalog: Audiovisual Catalog
Address: Commanding Officer
Naval Education and Training Program Management
Support Activity
Norfolk, VA 23511-6197
Phone: DSN 564-4011/1468; commercial (757) 444-4011/1468"

(3) Type of materials: Audiovisual materials (West of the Mississippi River)

Catalog: Audiovisual Catalog
Address: Commanding Officer
Naval Education and Training Professional Development
and Technology Center
Building 110
San Diego, CA 92132-5105
Phone : DSN 522-1342; commercial (619) 532-1342

f. Resources available from COMNAVSURFRESFOR. The training resources available from COMNAVSURFRESFOR are in a database which will be available for anyone to access via the internet in 1998. Software required for access to this system will be distributed separately.

g. Formal schools. Navy "A," "C," and "F" schools, located at various Fleet Training Centers, Naval Technical Training Centers, and service school commands provide courses for required NEC training, professional training and team training. SELRES who require these courses should submit an application for AT or ADT orders to attend the appropriate school, regardless of the course length. If the quotas and funding are available, the Reservist will be issued AT or ADT orders. Alternatively, many courses can be exported to a site at or near the RESCEN by a Mobile Training Team. Contact the quota control desk for a particular school to determine whether this is an option. The schools coordinator desk, COMNAVRESFOR (N332), will coordinate quotas for schools greater than 12 days. NRA training department personnel should contact the schools coordinator if a Reservist has a requirement to attend a school longer than 12 days and is available to attend training.

h. PQS. PQS is normally associated with watchstation and work center ITP line items. Effective management of this program requires assignment of accomplishment goals and periodic performance monitoring for each Reservist. QSP packages have been developed by COMNAVSURFRESFOR to assist in accomplishing many PQS packages.

2404. Equipment

a. Training Devices/Technical Training Equipment. Equipment designed to provide training in skill areas. Maintenance policy and procedures for these devices and equipment are provided in COMNAVSURFRESFORINST 4790.1B.

(1) Damage Control Trainer. The Damage Control Trainer is a self-contained wet trainer which permits simulation of battle damage that may occur "in below deck spaces aboard ship. The trainer provides functional, individual and unit training for personnel assigned to afloat mobilization billets.

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Trainers are located at:

NAVRESCEN Baltimore, MD	NAVMARCORESCEN Columbus, OH
NAVMARCORESCEN Orlando, FL	NAVMARCORESCEN Houston, TX
NAVMARCORESCEN Bessemer, AL	NAVMARCORESCEN St. Paul, MN
NAVMARCORESCEN Denver, CO	NAVMARCORESCEN Long Beach, CA
NAVMARCORESCEN New Orleans, LA	NAVRESCEN Forest Park, IL
NAVRESCEN Green Bay, WI	

(2) Medical Skills Training Labs. Simulated hospital ward/medical labs are available at some large RESCENS which support hospital corpsman and dental technician proficiency training.

2405. Financial

a. EXPT. This training method delivers standardized curricula and trained instructors to the Reserve unit's location, usually a RESCEN. It allows minimal expenditure of travel funds since we are paying just for the instructor(s) to travel and not all of the students. EXPT can be used for mobilization training, professional training, and OJT. Medical Exportable Training (MEXPT) is a specific type of EXPT which is used to train medical program personnel.

b. CAT. This training method uses civilian training resources to meet Navy requirements when Navy resources are not readily available or it is more cost effective. CAT sources include vocational schools, trade schools, junior colleges, universities, and specialized commercial training providers. CAT should only be used to provide training that will improve the readiness of the Reservist. Medical CAT (MCAT) is a specific type of CAT which is used to train medical program personnel. The following general guidance regarding CAT is provided:

(1) Costs for CAT generally should not exceed \$500 per student. Funding is provided to each REDCOM in their annual budget. Cost waivers for courses above this limit must be approved by the RESCENS REDCOM before signing a contract. Local civilian resources should be used whenever possible; however, CAT may be imported from outside the local area.

(2) The RESCEN CO has the discretionary authority to determine whether instructional materials contracted for with the course provider should remain in the custody of the government or be given to the student upon completing the training. Specifics must be detailed in the CAT contract if the government or the student is to retain materials upon completing the course. costly course materials that could be reused for recurring training requirements should be retained by the RESCEN for reissue to the next class of students.

(3) If an individual drops out of a CAT course/program, their prorated share of the funds may not be recouped from either the individual or the contractor. Do not require an individual to sign any preenrollment agreements (e.g., NAVPERS 1070/613; Administrative Remarks (page 13s)).

(4) Unexcused IDT periods will only be given for classes the individual missed without proper authorization. Regularly scheduled IDT periods may be rescheduled, when necessary, to allow maximum participation in CAT opportunities.

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(5) COs/OICs of Reserve units will identify CAT opportunities and submit as budget requirements via the EPS system. Funding for CAT will be given to the REDCOMs as part of their annual allocation of training funds. COs of RESCENs will contract for approved and funded CAT training.

d. Continuing Medical Education (CME). A program that allows health care providers to attend selected medical courses and conferences to enhance their medical knowledge.

e. TTT. TTT addresses the training of "trainers". This program provides the requisite training to instructors so that they can then teach the subject matter to others. TTT courses are formal courses of instruction required by personnel to perform their assigned duties. These courses provide information and instruction which improves the knowledge and performance of personnel and ultimately enhances the readiness of the Reserve force. The formal courses taught by the Naval Reserve Professional Development Center (NAVRESPRODEVCCEN) all qualify for use of this funding. TTT funding is provided to each REDCOM for further distribution to subordinate RESCENs. See section VI, chapter 1 of this instruction for more guidance.

f. AT. AT is the primary and preferred method of accomplishing mobilization training and is normally performed at the gaining command. Generally, AT at the gaining command will also afford the opportunity for OJT and professional training.

g. IDTT. IDTT is a type of directive order used to increase mobilization readiness and provide peacetime support. COMNAVRESFORINST 1571.7H and chapter 3 of this section provides detailed guidance.

h. Temporary Additional Duty (TAD) funds. Active Navy commands may use their command's TAD funds to pay travel and per diem costs for a Reservist if Naval Reserve funding is not available. In these cases, the Reservist's drills will be rescheduled to accommodate the active Navy command and so that the Reservist can receive drill pay.

2406. Human

a. General Voluntary Training Unit (GVTU) personnel. GVTU personnel are a tremendous resource of experienced, knowledgeable personnel that a RESCEN CO can use to perform administrative, management, and instructional duties. Reserve force budget reductions and the consequent billet cutbacks have increased the number of officers and enlisted members assigned to GVTUs. GVTU members must be provided with opportunities to make worthwhile contributions to the Surface Reserve Force which will also further their careers. GVTU members should be assigned tasks and responsibilities that are within their ability to perform and, once committed, they should be held accountable. Centered around training and leadership issues, GVTUs should be developed as centers of training excellence. As an incentive, recognition for superior performance in the GVTU should include due consideration for future assignments. GVTU Reservists should be used within the following constraints:

(1) GVTU members will not be assigned to positions normally filled by FTS or SELRES personnel in other Reserve units, RESCEN or REDCOM chains of command (e.g., CO, XO, TO, or Command Master Chief) without first obtaining approval from the echelon IV commander.

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(2) When processing requests for funded ADT orders, ensure that due consideration is given to those members who have demonstrated the capacity for further superior performance.

b. Training Aids Librarian (TAL). An FTS TAL will be assigned by the RESCEN CO in the command's collateral duty notice per COMNAVSURFRESFORINST 3120.1. STS 414 (Library Guide for Naval Reserve) is the primary method by which TALs acquire the knowledge to properly perform their duties. Under the supervision of the training department supervisor, the TAL will:

(1) Procure and maintain an adequate supply of current training aids, equipment, special devices, publications, curricula, and other instructional material in sufficient quantities to meet the requirements of all training programs in effect within the RESCEN.

(2) Review instructor requests to determine what instructional materials are required.

(3) Maintain master set of Professional Advancement Requirements and Naval Occupational Standards Bibliography sheets (may be stored in electronic media for printing as needed) .

(4) Receive, issue, and maintain accountability of training aids material and publications.

(5) Enter changes and corrections to publications maintained in the library and provide changes to publications previously issued.

(6) Provide technical assistance and instruction on proper usage of training aids and special devices.

(7) Prepare requisitions requesting necessary aids or materials in time to satisfy needs.

(8) Compile and distribute annually to unit COs an up-to-date training aids inventory (catalog) and list of training aids and publications required by training programs. The TAL should also keep unit COs informed of new aids arriving between updates to the catalog.

(9) Review UTSS and evaluate which library materials are suitable for each training evolution. Make specific recommendations to instructors and guide them in the use of materials.

(10) Maintain records which show overall usage of library resources and furnish this information to the RESCEN CO.

(11) Conduct an annual training materials inventory as needed to ensure reliable stock records.

(12) Routinely conduct in-house training for unit COs/TOs, instructors, and SMEs on training resources and familiarize them with availability. The majority of administrative duties can and should be performed during other than normal drill hours to free the TAL for assignment to other support duties during the drill weekend.

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c. NWP Librarian. Each REDCOM and RESCEN will appoint a senior petty officer (collateral duty notice is sufficient), holding the appropriate security clearance, to the collateral duty as custodian of the NWP Library per NWP-0 and OPNAVINST 5510.1H. NWP requirements are addressed in NWP-0.

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SECTION II

PLANNING

CHAPTER 5

UTO

2501. UTO. UTOS are simply a summary of all individual training objectives. These objectives are derived from the individual's training requirements and include billet training, professional training, directed training, and accession training, if required. The format for UTOS is left to the individual RESCEN CO. However, the RSTARS(TM) Training Requirement Report must be used as the primary contributor when developing UTOS (see exhibit 11-5-1 of this section) . The TRR details all mobilization billet training requirements that need to be accomplished, the total number of personnel that need to accomplish the training, and the total number of readiness points that will be gained upon completion of the training evolution. The UTOS are the basis for the EPS input, the UTS and the CTS.

2502. Effective and Efficient Training. Unit training plans must consider individual requirements, training objectives, resource constraints, and implementation methods to develop the best plan for the unit. Planning unit training at most RESCENS also involves coordinating the plan with other units drilling on the same weekend or at the RESCEN to make sure that the most effective, efficient, and economical training available is provided, and the highest priority requirements are being accomplished first. Consolidated training at the RESCEN, opportunities to train together with like units from nearby RESCENS, and joint service training opportunities should be explored to achieve the most efficient progress towards mobilization readiness. Additionally, RSTARS(TM) provides comprehensive reports/schedules that identify which personnel should attend what training evolutions and which training should receive the highest priority.

2503. Identify Individual Training Requirements. The cornerstone of any plan for a unit to become fully mobilization ready is for the Reservists to each complete all of their individual mobilization training requirements. Therefore, the first step in planning unit training is for the unit to determine the complete set of training requirements for Reservists holding billets in the unit and to prioritize that list giving essential training requirements priority over performance enhancing requirements. This comprehensive list of training requirements forms the basic building block used in the training planning process. Almost all training requirements, except a very few which require team coordination, can be derived from the unit's individual training requirements. The PBFT, unit CO and TO develop the plan which details what training will be scheduled, how that training will be accomplished, and when specific training events will be scheduled to maximize training resource efficiency. The RESCEN staff should compile the UTOS for all Reserve units into a consolidated RESCEN training objectives list which can be used as a source to develop the RESCEN's consolidated training plan.

Exhibit EII-5-1

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DATE: 98/09/01

PAGE: 1

TRAINING REQUIREMENTS REPORT
FOR
NR SIMA PASCAGOULA DET 1 - 87890

NRA: 0937 ACTIVITY: NAVMARCOESREDCEN NEW ORLE
REQUIREMENT TYPE: ALL
REFERENCE DATE: 9809

REQ TYPE	TSN	DESCRIPTION	REFERENCE	UNPLANNED RQMTS	PLANNED RQMTS	PTS AVAIL
R	CNA-950-0001	RECRUIT BASIC MILITARY TRAININ	NAVCRUITTRACOM GL/NITRAS/ CANTRAC	1	0	1
R	CNR-950-0001	OFFICER LEADERSHIP COURSE	COMNAVRESFOR 151301Z SEP 97	1	0	0
R	MED-000-0004	BASIC LIFE SUPPORT CPR (A) (W/RECERT AS NECESSARY)	AMERICAN HEART ASSC/RED CROSS	5	0	0
R	CNP-500-0025	SECOND CLASS PETTY OFFICER LEADERSHIP COURSE	CANTRAC	15	0	0
N	L00-MRM-S302	MRMS-302 USER	SIMAPASCINST 5230.1	2	1	0
N	L00-000-0321	NAVY RIGHTS AND RESPONSIBILITI	CO DIRECTED	5	0	0
R	FAM-000-0002	GAIN CMD & MOB BILLET INDOC INCL SORM/SECURITY PROCEDURES	CNSRF 3502.1 SERIES MASTER TRG PLAN/GAINING COMMAND INSTR	1	1	0
N	L00-PQS-0002	QA-301 CRAFTSMAN	NAVEDTRA 43523	0	1	0

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SECTION III

SCHEDULING

CHAPTER 1

EPS

3101. Summary. This section provides an overview of the EPS system. EPS provides the Reserve unit's employment schedule. EPS was developed to automate and standardize the process of planning, scheduling, and tracking major training events. It is an unclassified system. No classified data may be entered into EPS. COMNAVSURFRESFOR now delegates the responsibility for planning and funding training events to the lowest appropriate level, the unit CO, and the RESCEN CO through PBFT. Funds management for IDTT events, once managed at the echelon IV level, are now managed at the echelon V level. EPS was developed to assist COs at the echelon V and VI levels in managing and optimizing resources and to provide an oversight capability at the echelon IV level. EPS replaced the Standard Training Event Planning System (STEPS) .

3102. Categories of Events. EPS may be used to plan, schedule and track both Reserve Personnel Navy (RPN) and Operations and Maintenance, Naval Reserve (O&MNR) funded training and peacetime support events.

3103. Capabilities. EPS has the following specific capabilities:

- a. Allows echelons IV, V, and VI to track events from the planning stage to completion.
- b. Provides echelon IV, V, and VI commands with a standardized method to record, store, display, change and print Unit Employment Schedule data.
- c. Assists echelon IV, V, and VI commands in the planning, scheduling, and budgeting of requirements.
- d. Assists commanders in prioritizing and forecasting requirements throughout the FY.
- e. Provides a means to identify shortfalls and excesses in the current FY and budget requirements for the next FY. Allows each echelon to redistribute funds as necessary to make best use of available resources.
- f. Provides a standard Unit Employment Schedule report for use at all levels to exercise operational authority and oversight responsibility. Provides ad hoc query capability for user defined information management needs.
- g. Provides data export and import capability between echelon. An annual plan is developed using EPS for each unit, based upon training requirements and peacetime support, and forwarded via the chain of command. When the funding for each method of training is known for the Force, COMNAVSURFRESFOR distributes the Annual Planning Figure (APF) and Fund Authorization to the echelon IV commanders. Echelon IV commanders then issue an APF letter to their subordinate activities. The APF letter is issued by the REDCOM Director of Regional Operations and Training (N3/N7) in coordination with the REDCOM Comptroller (N8). The REDCOM (N3/N7) issues the APF letter as a planning

Exhibit III-1-1

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Annual Planning Figures

7000
Ser 03/

From: Commander, Naval Reserve Readiness Command Region
 To: Commanding Officer, Naval and Marine Corps Reserve Center

Subj: FY96 MISSION FORCES/SURFACE TRAINING ANNUAL PLANNING FIGURES FOR
 NAVAL AND MARINES CORPS RESERVE CENTER

1. Your FY96 Annual Planning Figures as follows:

a. RPN

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
(1) IDTT				
(a) Discretionary	\$5,000	\$6,000	\$7,000	\$.5,000
(b) Fenced				
RUIC 87435	\$1,000	\$1,000	\$1,000	\$1,000
(2) ADT Days	00/00	00/00	00/00	00/00
(3) CAT-H Days	00/00	00/00	00/00	00/00

b. O&M, NR

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
(1) CME	00/00	00/00	00/00	00/00
(2) CAT	00/00	00/00	00/00	00/00
(3) MCAT	00/00	00/00	00/00	00/00
(4) EXPT	00/00	00/00	00/00	00/00
(5) MEXPT	00/00	00/00	00/00	00/00

SIGNATURE

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document and the Comptroller issues the official funds through Operating Target (OPTAR) amendments and funds authorization for RIMS-OM (in the case of IDTT). This policy applies to all COMNAVSURFRESFOR activities with the exception of Inshore Undersea Warfare (IUW) groups and Mobile Inshore Undersea Warfare (MIUW) units. Although APF funding is issued by the REDCOM to IUW activities as fenced funds, all event requirements via EPS will be transmitted between IUW groups and MIUW units vice RESCENS and REDCOMs. IUW groups will act as echelon IV activities and MIUW units as echelon V activities. The APF may be exceeded to capture all requirements in EPS, however, obligation of funds in OM or by other means cannot exceed the amount authorized.

3104. Official Accounting. EPS is a planning and scheduling system. EPS is not an accounting system. Official accounting of training funds is done through RIMS-OM and other official records.

3105. Annual Planning and Scheduling Cycle. The COMNAVSURFRESFOR annual planning and scheduling cycle starts in February and runs through 30 September for the upcoming FY. Table III-1-2 below details milestones.

DATE	AUTHORITY	MILESTONE
February	COMNAVSURFRESFOR	Forwards program guidance to develop training and peacetime support plan for the next FY.
March	REDCOM/RESCEN	Develop training and peacetime support objectives.
July	REDCOM	Funding forecast for the next FY received from COMNAVSURFRESFOR.
August	COMNAVSURFRESFOR	APF is issued to each REDCOM by letter, including discretionary and fenced funds/mandays for specific RUICs.
September	REDCOM	APF is issued to each RESCEN by letter, including discretionary and fenced funds for

Table III-1-2 EVENT PLANNING
SYSTEM (EPS) TIMETABLE

3106. Using EPS. Users should follow the EPS User Manual and on-screen guidance provided for each data field to complete each event record. The EPS program readily allows for changes, updates or deletions to event records at any stage of the entry process. After events are properly entered, the information is stored in the EPS database for later retrieval or export to other commands. EPS exists to be a planning tool for echelons IV/V/IV. Echelon IV commanders will determine the schedule for development of each fiscal year's database.

3107. APF Letters. An APF is issued to each echelon IV command by COMNAVSURFRESFOR annually during the fourth quarter for the upcoming FY. Echelon IV commands will further distribute funding as appropriate to subordinate commands via an APF letter. (Exhibit 111-1-1 of this instruction provides the recommended format.) Additional guidance is as follows:

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a. APF letters will identify dollar amounts for IDTT in two categories: Fenced and discretionary. Fenced IDTT funds are for designated units (MIUW, NRF, Cargo Handling Force), while discretionary funds are for use by the. PBFT for all other units assigned to the RESCEN for support of training and peacetime support planned for the upcoming FY. Fenced IDTT funds will be "tagged" to specific RUICs.

b. Redistribution of funds during the FY will be accomplished by using a dated serialized amended APF letter. Serial numbers appearing on APF letters must be sequential.

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SECTION III

SCHEDULING

CHAPTER 2

PBFT

3201. Summary. The PBFT is the executive body designated to plan, schedule, monitor, and approve all training conducted for Reservists under the direction of the RESCEN CO. The PBFT is not the proper forum for the discussion of any item other than training and issues which impact training resources or delivery.

3202. Membership. The RESCEN CO is the chairman of the PBFT. The PBFT will be composed of all Reserve unit COs, TOs, the RESCEN instructor training coordinator, the supervisor of the consolidated training department, and other members designated by the chairman. On those rare occasions when a unit CO cannot be present for the PBFT, the unit CO will ensure responsible unit representation (XO, TO) is at the meeting. Unit COs will not routinely delegate attendance at PBFT to another unit member. Some larger RESCENs may require more than one PBFT.

3203. Meetings. The PBFT meetings will be held at least monthly, either before, during, or after regularly scheduled drills. There is no ideal time for the PBFT to meet. However, to allow time for review of training scheduled before the PBFT, it is not recommended that PBFT be conducted on the Saturday morning of the drill weekend. Each RESCEN CO must determine the schedule for the PBFT taking into consideration many factors such as: Proximity of COs to the RESCEN, availability of all members, and facilities. Meetings should be brief, no more than 1 hour, and the attendance limited to only those personnel required to accomplish the PBFT agenda.

3204. PBFT Responsibilities. The PBFT will:

- a. Plan, schedule, coordinate, and ensure execution of all training conducted by assigned units.
- b. Consolidate training to maximize effective use of available training resources.
- c. Review and approve the CTS and all UTSS for attached units.
- d. Evaluate and monitor consolidated and unit training to improve the effectiveness of the training and enhance mobilization readiness.
- e. Review, act upon and/or forward Training Resource Requests (NAVSURFRES 1570/18).
- f. Assist with the development of directives for training planning:
 - (1) Annual drill schedules.
 - (2) EXPT, CAT, video teletraining, and off-site training.
 - (3) Consolidated training.

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g. Promote and encourage proper use of library materials. Discuss what is available and emphasize use by making specific recommendations.

h. Discuss and approve requests for off-site drills when requested during PBFT.

3205. Advance Planning for the PBFT. It is imperative that proper advance planning be accomplished before convening the PBFT. A written agenda and a draft CTS must be prepared before convening the PBFT. These documents may be used and annotated during the PBFT to indicate all training issues discussed by the PBFT. Upon completion, this annotated agenda may be used as the minutes for the PBFT.

3206. PBFT Minutes. The minutes of the PBFT may be handwritten, as long as they are legible. These minutes (report symbol COMNAVSURFRESFOR 1570-17) are to include attendees and will be retained for 2 years. As suggested by the name, the PBFT will address training issues only. Administrative matters not related to training must be discussed during some other forum, for example, officer's call.

a. An annotated PBFT agenda satisfies the requirement for PBFT minutes. RESCENs are also authorized to preprint a standardized agenda which serves as a PBFT discussion agenda. If this is used, then the preprinted agenda must provide space to annotate specific topics discussed.

b. When evaluating the quality of planning for future training events, the following questions should be asked:

(1) Does the CTS reflect the UTOs, professional training, and directed training?

(2) Do the UTSS reflect UTOs? Is the scheduled training meaningful and does it relate to billet training, peacetime support, professional training or OJT? Has the unit properly prioritized the training objectives and scheduled training events accordingly?

(3) Do the schedules reflect proper use of CAT, EXPT, IDTTS, and off-site drill resources (when available)?

3207. Recommendations for PBFT Discussion Topics. An effective PBFT will discuss the following topics:

a. Unit training readiness: Ensure all units have accurate IRADs which are supported by service record entries. Establish a spot check program to compare RSTARS(TM) and service records to reported IRADs.

b. Completed training

(1) Review RSTARS(TM) Unexcused Absence Report. Determine reasons for nonaccomplishment of training and reschedule.

(2) Determine if last month's training resulted in improved training readiness. If not, reevaluate/modify training plans/schedules, if necessary.

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(3) Review completed AT/ADT/IDTT and discuss any lessons learned. Determine if any gaining commands have training resources which could be exported or used by other units to improve their training readiness.

(4) Discuss training problems encountered during last drill weekend.

C. Future training

(1) The Chairman of the PBFT presents a proposed CTS. The CTS must take into consideration facilities usage by units which are not members of the PBFT. Members discuss and correct conflicts/omissions. The RESCEN staff will carefully prepare the CTS in advance based on EPS inputs, directed training requirements, EXPT, CAT, UTOs, and local training resources.

(2) Review fully prepared UTSS for potential training common to more than one unit that might be consolidated. These schedules should reflect training planned for the drill scheduled 2 months from the PBFT, e.g., review April's UTS at February's PBFT.

(3) Ensure that essential billet related training receives the highest priority.

(4) Review future CTS classes to determine quota availability for additional students.

(5) Ensure all schedules are administratively correct. A brief morning drill muster may be conducted in the first instructional period, but should not be scheduled on the UTS as a muster.

(6) Ensure schedules consider evolutions impacting training plans such as advancement exams, PRTs, RESCEN inspections, changes of command, and holidays.

(7) Review future AT/ADT/IDTT schedules to ensure units have completed all preparations. As a minimum ensure:

(a) Training will result in improved readiness.

(b) Training requirements have been discussed with gaining command.

(c) Discussing any known logistics problems; e.g., berthing, messing, transportation arrangements, area clearances, HIV testing, immunizations, security clearances, or uniform deficiencies.

(8) Briefly review the CTS for the next month's drill to determine if any final changes need to be made.

d. Instructor issues

(1) Discuss plans for attaining appropriate ratio of qualified instructors to students based on total SELRES population. Solicit nominations for new instructors/SMEs.

(2) Review changes to list of qualified instructors/SMEs produced by RSTARS(TM) "Instructor Update" option.

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e. Required reports

(1) Ensure all RSTARS (TM) reports are used to identify and schedule required training.

(2) Ensure EPS reports are used to track timely submission of AT/ADT/IDTT requests.

(3) Review available EXPT and CAT opportunities.

(4) Discuss short-fused AT/ADT/exercise opportunities as announced by COMNAVSURFRESFOR (N3) or on the electronic bulletin board. These opportunities are normally disseminated to REDCOMs and RESCENS with the RESFMS computer system. REDCOMs will, upon receipt, immediately disseminate this information to RESCENS. RESCENS will post these opportunities in a highly visible location or publish them in the POD. The RESCEN CO will ensure that exercise requirements reach all hands. Particular attention should be placed on short-lead requirements, even to the extent of notifying all personnel qualified to fill the requirement for high priority needs.

f. New directives and training resources

(1) The chairman of the PBFT will list new information such as instructions, notices, bulletins, newsletters, and messages which impact training. Major points will be summarized and action items pointed out to the units .

(2) Discuss any new training materials or resources available, such as instructor guides, QSPS, TTT, ITPs, CBT, CAT, EXPT, and availability of training devices.

(3) Discuss unit progress toward improving readiness.

(4) Act upon TRRs.

(5) Monitor the punctual submission of required training reports (e.g., IRAD, AT/ADT/IDTT update).

(6) When all training subjects have been discussed, the chairman should adjourn the PBFT.

3208. Inappropriate Training, Planning, and Scheduling. As public servants we have a responsibility to be good stewards of the public's trust. We must ensure that we allocate our resources to gain the most value for each expenditure. We must take care to avoid any appearance of waste, fraud or abuse, or conflict of interest. The public perception is that Reservists are paid to conduct training which will enhance the Reservist's mobilization readiness should they be recalled to active duty. We must be sensitive to this perception when scheduling events which have no direct training value.

a. Recreational events will not be scheduled or conducted during normal drill periods.

b. Community service projects which do not contribute to mobilization or rate training will not be included in normal drill periods.

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- c. Social activities will not be included in the normal drill period.
- d. Family day, employer day, and youth organization visits (such as Sea Cadets, Navy Junior Reserve Officer Training Corps, Scouts) are authorized during normal drill periods when the purpose of these visits is to observe training in progress and/or provide family preparedness training.
- e. Physical conditioning may be included as part of normal training periods, so long as it is scheduled on a not-to-interfere basis with training that will directly improve training readiness. Semiannual PRT, however, must be scheduled during normal training periods. Per COMNAVRESFORINST 6110.2A, remedial physical exercise programs prescribed for SELRES once per month as an extended drill are potentially dangerous and generally do not increase fitness or decrease an individual's body fat. Such programs are not authorized.
- f. Church call is an authorized activity during the normal drill period.
- g. The only training presently authorized in nonfederal medical facilities for SELRES is that of an instructional/observational nature. SELRES are not authorized to perform or analyze diagnostic tests or procedures, prepare patient meals, fill or dispense medications, or perform other clinical patient care activities that might involve liability. Any agreement with civilian medical treatment facilities which involves SELRES training must clearly incorporate these limitations. Exceptions to the above policy will be considered on a case-by-case basis and must be submitted to the REDCOM for review by the staff judge advocate via the chain of command within 60 days before the date of the requested training event.

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SECTION III

SCHEDULING

CHAPTER 3

RSTARS (TM) AUTOMATED CTS

3301. Summary. The RSTARS(TM) CTS will be prepared for each drill period covering those training evolutions and curricula identified by the RESCEN CO as appropriate for consolidated training (see exhibit III-3-1 of this section). The CTS will be published at least 3 months in advance, e.g., in January publish the CTS for April.

3302. CTS Development. The following guidelines are suggested as a means for developing the CTS:

a. An RSTARS(TM) CTS will be developed by the RESCEN before the PBFT using UTOs, center training objectives, RSTARS(TM) reports/plans, EPS reports, professional training, directed training, rating proficiency training, and TRRs, as necessary. Jointly, the unit COs, RESCEN CO, and/or TO should develop the CTS.

b. The Units Overall Training Effectiveness (OTE)/requirements report may be used in developing the CTS to identify all outstanding training requirements and relative points to be earned within the entire Reserve activity for a drill weekend. After identifying those requirements which can be accomplished with local resources, the activity should review these requirements when developing the CTS.

c. RESCENs are strongly encouraged to use the same time slots during the drill weekends to conduct PBFT, directed training, military leadership exams, and instructor training. This will allow for consistency in the planning and scheduling process for the center and the units.

d. Ensure the best available/most cost effective medium is used to accomplish each training requirement.

f. Ensure EPS is updated as needed.

3303. CTS Distribution

a. Publish/distribute the CTS with the consolidated POD. Ensure all key unit personnel receive copies and the appropriate number of copies are posted in unit spaces or in a general location for all hands to review.

b. The Consolidated UTS may be used as a means of instructor notification. The RSTARS(TM) Consolidated UTS identifies all scheduled training (consolidated and unit) and assigned instructors for a specific drill date. The instructor coordinator will provide a copy to all applicable instructors/instructors/SMEs at least 2 IDT weekends prior to the scheduled training.

3304. CTS Retention. Maintain the original annotated hard copy RSTARS(TM) CTS on file at the RESCEN for a period of 2 years.

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DATE: 98/08/07

PAGE: 1

CONSOLIDATED TRAINING SCHEDULE REPORT
FOR
CONSOLIDATED COURSES ONLY

DRILL DATE: 98/09/12

NRA: 0937

ACTIVITY: NAVMARCORESREDCEN NEW ORLE

TIME	TSN/ CLASS #	DESCRIPTION	REFERENCE	MIN	LOCATION/ CLASS SIZE	INSTRUCTOR
0630-1530	CNJ-495-0412 047-00	GENERAL SHIPBOARD FIREFIGHTING	CIN J-495-0412/EQUIVALENT	540	DELGADO COMM COLL 80	HM2 RIVERA
0730-1630	L00-000-0321 030-00	NAVY RIGHTS AND RESPONSIBILITIES	CO DIRECTED	540	T1 60	*** TBA ***
0730-1130	L00-000-ACTE 031-00	ACTEX		240	RESCEN 60	LCDR BAKER
0730-0830	L00-ALL-0005 045-00	CO'S CHANGE OF COMMAND		60	DRILL HALL 200	CAPT FISHER
0730-0930	L00-PRT-0003 046-00	PRT H/W SCREENING	CO DIRECTED	120	DRILL HALL 200	KNAPP

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SECTION III

SCHEDULING

CHAPTER 4

RSTARS (TM) AUTOMATED UTS PROCEDURES

3401. RSTARS(TM) UTS. All Reserve Units are strongly encouraged to use the RSTARS(TM) schedules option in preparing UTSS. Combined with the CTS, the UTS is used to develop the consolidated POD. The UTS will be published a minimum of 2 months in advance, e.g., in February publish the UTS for April. All unit members will be accounted for on the UTS and those present will be scheduled for training. Exhibit III-4-1 of this section provides an example. For units that routinely drill off-site, see paragraph 3406 below.

3402. RSTARS (TM) UTS Development. The UTS should be developed from UTOs, RSTARS (TM) Training Requirements Report and the CTS. The planner should begin early in the FY addressing unit training requirements so that schedule changes during the course of the year can be accommodated.

3403. UTS Submission. UTSS will be forwarded to the parent RESCEN for approval, concurrence and inclusion in the consolidated POD (if applicable) at least 2 months before the scheduled training. The RESCEN TO will review all UTSSs for proper completion and accuracy before submitting to the PBFT for review. Specific changes/recommendations should be made on the UTSSs to address any deficient areas noted. A thorough review by the center TO will allow the PBFT to progress smoothly and swiftly. Requests for off-site drills will be requested during PBFT and will be made a part of the PBFT minutes.

3404. UTS Retention. Original annotated UTSSs will be kept on file at the RESCEN for a period of 2 years.

3405. Preparing UTS for Local Training. The UTS is the single most important document when it comes to the execution of local training. Therefore, its development and preparation is of utmost importance in the overall training process. The RSTARS(TM) End Users Manual provides detailed guidance for creating training schedules. The key steps are:

a. UTS Creation. UTSSs can be created for 2 successive days with 10 periods in each day. Schedules may be developed for any future drill date up to 4 months out. The initial start time for each drill session determines the start time for each subsequent hour during the drill (i.e., start time 0730 equals classes are scheduled at 0830, 0930, and so on). Currently, instructional periods must be scheduled in 1 hour increments; however, a future change is planned to allow 30 minute increments.

b. Selecting Courses. Only training for which a Training Sequence Number (TSN) exists in the database may be scheduled on the UTS. If the local training to be scheduled is not presently in the TSN database, see the local TSN coordinator for creation of a local TSN. See the RSTARS(TM) End User's Manual for local TSN maintenance requirements. When preparing the UTS, first identify any and all training scheduled by the RESCEN via the CTS that is applicable to the unit. Ensure this training is scheduled on the UTS first.

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c. Selecting type training. When selecting courses for training, the system requires identification of the type training that is being scheduled. The RSTARS (TM) User's Manual lists the many options available for type of training. Examples are billet training, GMT, etc.

d. Printing the UTS. When preparing the UTS, the screen identifies the total number of personnel assigned to the unit, the number of personnel that have been scheduled for training and the number of personnel open (no training scheduled). Before completing the UTS, ensure the open block reads "0", indicating all personnel have been scheduled for training. The system allows the option of producing a "full schedule" or an "individual schedule." The RESCEN CO will decide which option is best suited for the local activity.

(1) The UTS (exhibit III-4-1 of this section) provides a class code in the time block which identifies all training scheduled for the entire unit. The UTS is printed with a class listing (exhibit III-4-2 of this section) which is discussed below.

(2) When using the individual UTS (exhibit III-4-3 of this section), all training evolutions are detailed in full for the entire drill day for each individual person. Unit personnel should be provided their respective copy the first muster of the drill weekend.

e. Class identification number and class listing. When producing the full schedule UTS, all training evolutions scheduled are identified by a class number code in the appropriate time block. A class listing is printed in conjunction with every full schedule UTS and identifies the training scheduled based on the class number code.

3406. Preparing UTS for IDTT and Off-site Drills. Some Reserve activities are located in areas concentrated with active duty Navy resources. These resources provide a unique opportunity for SELRES personnel to receive high quality training at minimal costs. The RESCEN CO may waive the requirement to prepare UTSS for those units that routinely drill off-site or are conducting IDTT if the RESCEN CO determines that the unit's readiness is satisfactory. If UTSS are required, the RSTARS(TM) End Users Manual explains how to write UTSS for off-site drills and IDTT using local TSNs. If units have personnel participating in off-site drills or IDTT, and personnel also drilling at the local RESCEN, a UTS must be created to properly schedule training for personnel at the RESCEN.

3407. UTS Distribution. RSTARS(TM) UTS may be printed on an individual basis or for the entire unit. Distribution may be accomplished by printing each respective individual training schedule or providing each individual a reproduced copy of the UTS. Once the UTS has been approved by the PBFT, the following key training personnel should be provided copies to prepare and assist the execution of the scheduled training evolution:

- a. Training librarian (local only).
- b. RESCEN TO (drilling locally, off-site, or IDTT).
- c. Fleet Hospital (FLTHOSP) CO via REDCOM Medical Training Officer (FLTHOSP Detachments only).

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3408. Authorization to Drill Off-Site. For all units that drill off-site, authorization to conduct training off-site will be documented in the PBFT minutes and signed as approved by the RESCEN CO.

3409. Preparing Muster Report. The 3500 Muster Sheet generates a standard NAVRES 3500/2 Report of Training. The 3500 Muster Sheet shall be used for all training scheduled and conducted via the RSTARS(TM) CTS/UTS function. Without preparing the 3500 Muster Sheet to identify personnel attending training, subsequent unit wide posting of accomplishments will not be possible. The 3500 Muster Sheet identifies the date, time, location, TSN, reference information and assigned instructor. There is a space provided for signature by personnel attending the scheduled training (see exhibit III-4-4 of this section) . Once training accomplishments have been posted in RSTARS(TM) based on attendance documented on the RSTARS(TM) 3500 Muster Sheet, there is no requirement to maintain muster reports unless required in writing by higher authority. Attach any muster reports that must be retained to the annotated UTS at the end of the drill weekend and file with the UTS.

Exhibit EIII-4-1

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 DATE: 98/08/07 UNIT TRAINING SCHEDULE REPORT PAGE: 1
 FOR
 ABFC FTU A209 - 85895

DRILL DATE: 98/08/08 DRILL WEEKEND: 1234 DEPT: ALL
 SATURDAY OFF/ENL/BOTH : BOTH DIV : ALL
 FTS/SEL/BOTH : BOTH W/C : ALL

NAME	RATE/		FTS/		TRAINING PERIODS										
	RANK	DEPT	DIV	W/C	SEL	0730	0830	0930	1030	1130	1230	1330	1430	1530	1630
ANDREWS JOHN R	CM2				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
ATWOOD CHARLES H JR	EO2				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
BELL GREGORY VAUGHN	SK3				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
BERRIGAN ISABEL MESSINA	SK2				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
BROWN DONALD	EO3				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
BROWN THOMAS III	SK2				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
CAPELLA JACK MARTIN	CDR				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
CIMINO DONALD ANTHONY	SK3				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
CLEMONS LENORA DOREEN	SKC				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
DEATLEY KAREN ANN	LCDR				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
DORAN CHRISTOPHER MICHAEL	EO3				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
FLETCHER PATRICE B	SK3				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
GAMBINO CARLO JUDE	EO3				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
GOMEZ JUDE BERNARD JR	EO2				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
HALUSKA KAREN SUE HOUCK	SK1				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
HARRISON BYRON C	SKSN				S	----	----	----	----	----	----	----	----	----	----
HICKS KEVIN	SK2				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
HILL MARION RICHARD JR	EO1				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
HOWELL PAMELA GAIL	SKCS				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
ISIDORE DELBERT JOSEPH	SN				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
JACKSON DONNA PIERCE	YN3				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
JAMESON BRENDA S	SK2				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
JOHNSON IRVIN	CM3				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
JONES TOMMIE LEE JR	SH3				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
KETCHENS DEDRA TERESA	YN3				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
LACKEY STEVEN DAVID	SK2				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
LEE ARTHUR JR	SK2				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
LUIS LUIS MANUEL	EA2				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
MADDEN ROBERT BARNETT JR	SK3				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
MORGAN WESLEY ALBERT JR	EA2				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
PAZ JORGE GILBERTO	SK3				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
PICHOFF DARYL JEROME	LCDR				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
QUICK GARY LAWRENCE	SN				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
RAEUCHLE KURT RICHARD	CM2				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
RAMSEY DAVID GEROME	SK2				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
REEVES DAVIS CAROLYN	SK2				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
ROBERTSON TIA MARIA	SK3				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
ROBISKIE CALVIN J	EO3				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
RODGERS LILLIE ROSE	SN				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
ROSE LESLIE MARIA	HM2				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
RUPPERT JOHN CARL	CMCN				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
SMITH DEOVANA DORRICE	SN				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----
SPATH WALLACE JOSEPH JR	PC2				S	033B	CONT	CONT	CONT	LUNCH	043B	044B	045P	046P	----

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Exhibit EIII-4-2

DATE: 98/08/07

CLASS LISTING

PAGE: 1

FOR

DRILL DATE: SATURDAY 98/08/08

TIME	CLASS #	TSN	DESCRIPTION	REFERENCE	INSTRUCTOR/ LOCATION
0730-1130	033-00	L00-000-ACTE	ACTEX		LCDR BAKER DRILL HALL
1230-1330	043-13	FAM-000-0250	MAIL HANDLING FAMILIARAZATION	COMNAVELSFINST 1500.1	***TBA*** TBA
1330-1430	044-13	KNO-000-1923	ALSS/FLS SAFETY KNOWLEDGE	COMNAVELSFINST 1500.1	***TBA***
1430-1530	045-13	FAM-000-0289	LEGAL FAMILIARIZATION AND MOBILIZATION READINESS	PER GAINING COMMAND	***TBA*** TBA
1530-1630	046-13	FAM-000-0244	SALTS FAMILIARIZATION	COMNAVELSFINST 1500.1	***TBA*** TBA

Exhibit EIII-4-3

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 DATE: 98/08/07 INDIVIDUAL TRAINING SCHEDULE REPORT PAGE: 1

NAME: HALUSKA KAREN SUE HOUCK

DRILL DATE: SATURDAY 98/08/08

DEPT:

RATE: SK1

TRUIC : 85895

DIV :

UNIT NAME : ABFC FTU A209

W/C :

TIME	CLASS # TSN	TRAINING TYPE DESCRIPTION	REFERENCE	INSTRUCTOR LOCATION
0730-1130	033B-00 L00-000-ACTE	BILLET TRAINING ACTEX		LCDR BAKER DRILL HALL
1130-1230	LUNCH			
1230-1330	043B-13 FAM-000-0250	BILLET TRAINING MAIL HANDLING FAMILIARAZATION	COMNAVELSFINST 1500.1	TBA TBA
1330-1430	044B-13 KNO-000-1923	BILLET TRAINING ALSS/FLS SAFETY KNOWLEDGE	COMNAVELSFINST 1500.1	TBA TBA
1430-1530	045P-13 FAM-000-0289	PROFESSIONAL TRAINING LEGAL FAMILIARIZATION AND MOBILIZATION READINESS	PER GAINING COMMAND	TBA TBA
1530-1630	046P-13 FAM-000-0244	PROFESSIONAL TRAINING SALTS FAMILIARIZATION	COMNAVELSFINST 1500.1	TBA TBA
1630-1730	**** NOT SCHEDULED ****			

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Exhibit EIII-4-4

 REPORT DATE: 98/08/07 NAVRESFORM 3500/2 ADP PAGE: 1
 FOR
 ABFC FTU A209 - 85895

DRILL DATE: 98/08/08

LOCATION: DRILL HALL

RECALL #: 980808-033-00

TIME	TSN	DESCRIPTION	REFERENCE	INSTRUCTOR	TYPE MINUTES
0730-1130	L00-000-ACTE	ACTEX		LCDR BAKER	SME 240

NAME	RANK/ RATE	SSN	SEL/ FTS	UNIT	DEPT	DIV	W/C	TRNG TYPE	SIGNATURE
ANDREWS JOHN R	CM2	9517	S	85895				BT	
ATWOOD CHARLES H JR	EO2	4067	S	85895				BT	
BELL GREGORY VAUGHN	SK3	0134	S	85895				BT	
BERRIGAN ISABEL MESSINA	SK2	2935	S	85895				BT	
BROWN DONALD	EO3	0215	S	85895				BT	
BROWN THOMAS III	SK2	8266	S	85895				BT	
CAPELLA JACK MARTIN	CDR	0118	S	85895				BT	
CIMINO DONALD ANTHONY	SK3	2316	S	85895				BT	
CLEMONS LENORA DOREEN	SKC	9539	S	85895				BT	
DEATLEY KAREN ANN	LCDR	9552	S	85895				BT	
DORAN CHRISTOPHER MICHAEL	EO3	8589	S	85895				BT	
FLETCHER PATRICE B	SK3	4176	S	85895				BT	
GAMBINO CARLO JUDE	EO3	6589	S	85895				BT	
GOMEZ JUDE BERNARD JR	EO2	3314	S	85895				BT	
HALUSKA KAREN SUE HOUCK	SK1	7976	S	85895				BT	
HICKS KEVIN	SK2	9500	S	85895				BT	
HILL MARION RICHARD JR	EO1	0840	S	85895				BT	
HOWELL PAMELA GAIL	SKCS	7619	S	85895				BT	
ISIDORE DELBERT JOSEPH	SN	1033	S	85895				BT	
JACKSON DONNA PIERCE	YN3	2855	S	85895				ET	

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SECTION III

SCHEDULING

CHAPTER 5

NONAUTOMATED UTS PROCEDURES

3501. Summary. All Reserve units should be strongly encouraged to use RSTARS(TM) in developing the UTS. RSTARS(TM) cannot be used to its full potential unless all Reserve units and the RESCEN use the automated features. However, RSTARS(TM) does require a significant investment in key punch time to enter data for very large Reserve units. Some of this time is quickly regained in the man-hour savings associated with the automated muster and documentation features that can be used if automated UTSS have been developed. If the echelon IV commander feels that the time required to develop RSTARS(TM) automated UTSS is too great for a particular unit, the echelon IV commander may allow the unit to submit nonautomated UTSS. If this option is used, the procedures in this chapter must be followed.

3502. UTS Development, Submission, Retention, and Distribution. See paragraphs 3402, 3403, 3404 and 3407 of this section.

3503. UTS Preparation for Local Training. The UTS is the most important document when it comes to the execution of local training. The UTS must be as detailed as possible. The RSTARS(TM) Training Requirements Report identifies training deficiencies and must be used in creating a UTS (exhibit III-5-1). The nonautomated UTS may be developed using any format, but must provide all of the same information as is provided on the automated UTS and adhere to the same requirements.

3504. Preparing Muster Reports. Using a nonautomated UTS requires manual development of classroom muster sheets and a greater time to enter training accomplishment upon completion of the training. Greater care must be taken to ensure that accurate muster sheets are developed before the training listing all Reservists required to attend, and that required personnel who did not receive the training are not credited with accomplishment.

SECTION III

SCHEDULING

CHAPTER 6

PLAN OF THE DAY (POD)

3601. Consolidated POD

a. The POD is the combination of the CTS prepared by the RESCEN and the UTS submitted by the unit CO for a given drill weekend. Report symbol COMNAVSURFRESFOR 1570-19 is assigned to the POD. The consolidated POD will contain, as a minimum, the following items:

(1) Common interest information such as uniform of the day, watch bills, and items of interest for all hands.

(2) CTS.

(3) UTSS (specific to each unit assigned).

b. A consolidated POD should integrate all scheduling information that a Reservist needs to know for a drill weekend into one document. At most RESCENS, the consolidated POD will satisfy any need for a Reserve unit POD. As a general rule, Reserve units should be discouraged from preparing a unit POD, however, there are some circumstances when one might be warranted.

3602. Units Drilling Off-Site. Units that drill off-site or on IDTT will prepare their own unit POD which provides detailed scheduling information to each Reservist telling them where they must be throughout the drill period and what is expected of them, in addition to any items of common interest to all members of the unit.

3603. Distribution. The RESCEN will ensure that every Reserve unit is provided copies of the consolidated POD and that the POD is posted conspicuously in common areas of the RESCEN. The unit CO will ensure that the POD is posted in Reserve unit spaces and that key unit personnel are provided copies. It is not necessary to provide a copy of the POD to every Reservist.

SECTION IV

EXECUTION

CHAPTER 1

TWINING ACCOMPLISHMENT

4101. Summary. As previously stated, there are many resources available that may be used to accomplish billet related, professional, directed, and accession training (see section II, chapter 4 of this instruction) . COs are responsible to ensure these methods are used judiciously and in the most cost effective manner to maximize mobilization readiness. This section discusses AT and IDTT in detail, and provides guidance on documenting training and the instructor program.

SECTION IV

EXECUTION

CHAPTER 2

ANNUAL TRAINING (AT) /ACTIVE DUTY TRAINING (ADT)

4201. Introduction/Background. AT, ADT and IDTT provide the most meaningful training opportunities available to Reservists. Through these training evolutions, Reservists often work hand-in-hand with their active duty counterparts providing invaluable mobilization training while also providing low cost peacetime support. These training events promote the One-Navy concept and enhance the ability of Naval Reservists, if called upon, to integrate themselves rapidly with the active forces. The RIMS (OM) decentralizes the Orderwriting function previously carried out at COMNAVSURFRESFOR, REDCOMs, and RESCENS. It provides individual RESCENS and facilitates the capability to write all orders which support their training requirements. OM'S use is mandatory.

NOTE: Per BUPERSINST 1001.39C, the term "Selected Reservist" (SELRES) refers to Reserve members assigned in drill pay status. Reserve members assigned to a VTU in a nonpay status are in the IRR. SELRES and IRR members together comprise the Ready Reserve. Since only SELRES have a mandatory requirement to perform FY AT, the term "SELRES" is used instead of "Reservist" or "Ready Reservist" throughout this instruction when discussing AT/ADT. The term "SELRES" is also exclusively used in the chapter on IDTT, since the vast majority of IDTT performed is via cost (directive) orders and only SELRES (Reservists in a drill pay status) are authorized to perform cost IDTT. The term "Ready Reservist" is used in the section discussing AT requirements for VTU members.

4202. Echelon VI (Reserve Unit) Responsibilities

a. SELRES unit COs are responsible for the planning and coordination of AT which supports unit training objectives, peacetime support and proficiency training.

b. Upon recognition of circumstances which might adversely affect the accomplishment of proposed AT, alternatives should be considered early in the planning process.

(1) The following outlines the echelon VI CO'S responsibilities for monitoring AT:

(a) Schedule and monitor performance of AT for eligible unit personnel. AT monitoring will include the following:

1. Develop and prioritize a unit FY AT plan, including peacetime support objectives, for submission to echelon V activities in March of the previous FY.

2. Identify members requiring AT waivers as early as possible in the FY, and enter all waivers in RSTARS(MP) immediately.

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3. Be aware of AT/ADT status of all unit members and ensure current information is reflected in RSTARS(MP).

4. Ensure an AT worksheet is properly completed by all 'unit personnel before the beginning of each FY. Update as necessary.

5. Ensure all AT requests are submitted within recommended lead times and by 30 June of each FY. Meeting lead times is cost effective and facilitates RPN fiscal requirements. However, this may be impractical when meeting active customer command emergent requirements. The possibility of not meeting recommended lead times is not a valid reason for turning down a request for unanticipated emergent support from a gaining command. A more detailed discussion of lead times is discussed in paragraph 4209 in this section. ADT requests are not subject to the 30 June submission deadline requirement.

6. When planning AT/ADT, be aware that 12 days of AT or any combination of AT/ADT/active duty for special work totaling 12 or more days will satisfy a SELRES AT requirement. Partial AT and AT. waivers also satisfy requirements for satisfactory Reserve participation.

7. Ensure periods of AT begin on Monday or the first working day of the week should Monday be a holiday. Approve exceptions to this rule only when in the best interest of the parent command/training site.

(b) Nominate individuals for special schools which are required by their ITPs.

(c) Liaise with mobilization sites. Echelon VI COs/XOs and TOs will liaise directly with their parent commands when arranging and scheduling AT/ADT/IDTT. Upon attainment of appropriate funding (ADT/IDTT only) echelon VI units should immediately submit AT/ADT/IDTT requests for Training Orders (NAVRES 1571/15) to their supporting echelon V activity for processing. After initial scheduling of AT/ADT/IDTT, echelon VI units will provide the parent command/training site with their specific training requirements, or in the case of peacetime support, the specific project/support to be rendered by the unit. The following items must also be provided by echelon VI commands to the training sites:

1. Names/rates of SELRES personnel attending and their security clearance data, if required.

2. Reporting dates.

3. For afloat units only: Certified copies of enlisted service record page 4's (NAVPERS 1020/604) for all enlisted SELRES attending.

(d) Echelon VI COs will ensure gaining commands/training sites provide the following information either directly to them or to them via their supporting echelon V:

1. Rental car requirements.

2. Uniform requirements.

3. Security clearance requirements.

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(e) Unit COs will ensure their echelon V supporting activities coordinate the following with parent commands/training sites:

1. Messing and berthing availability.
2. Initiation of travel/country clearance requests when required.

(2) CAO personnel. Close coordination between the training unit CO and the mobilization unit CO is of paramount importance. The complexity of cross-assignees applying for and receiving orders to perform AT with their mobilization units is recognized. Maximum possible lead time and close liaison among all concerned is necessary to ensure orders are processed as required. In the justification section of the worksheet annotate "cross-assignee AT with (name of mobilization unit)."

(3) Duration of AT. AT will be 12 days maximum per FY with the exception of program nine personnel supporting U.S. Marine operations, and NECAP students which may perform a maximum of 17 days.

4203. Echelon V Command (RESCEN) Responsibilities

- a. AT/ADT review authority will ensure:

- (1) Proper AT/ADT is requested by units.
- (2) Peacetime Support Tracking System codes are entered in RIMS/OM for all AT/ADT applications/evolutions per this instruction.

- b. Provide AT/ADT services as follows:

(1) Maintain detailed AT/ADT status on all cognizant units and SELRES. This system must be complete and capable of tracking individuals from receipt of application until completing AT/ADT, including the turning in of endorsed orders and travel claims to document satisfactory completion and submitting completed AT/ADT Check Out/In Sheets (NAVSURFRES 1571/1) .

(2) Notify units/individuals of approval/receipt of orders. SELRES should receive their orders and tickets about 30 days before the AT/ADT start date. All orders (AT/ADT/IDTT) and tickets should be personally delivered to SELRES upon receipt, whenever possible. This personal delivery will be accomplished on the drill weekend of the month before the month the SELRES must report for AT/ADT. However, if personal delivery is not possible because the SELRES will not be drilling in the RESCEN the month before the event, the orders will be promptly mailed to the SELRES via First Class mail to achieve the goal of delivery at least 30 days before AT/ADT. Promptly notify units of the return of applications from COMNAVSURFRESFOR requiring more information.

(3) Notify echelon IV of potential AT/ADT problems (i.e., due to processing delays/problems, SELRES may not be able to receive their orders and tickets 30 or more days before the AT/ADT report date) .

(4) Coordinate with parent commands/training sites concerning availability of messing/berthing and travel clearances.

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(s) Prepare memorandum orders for individuals who have approved orders in a travel stage that cannot be printed before the member's report date, after obtaining approval from COMNAVRESFOR (N33).

(6) Ensure SELRES promptly return all canceled/unexecuted orders and unused airline tickets. Unused airline tickets will then be forwarded from the echelon V activity to Navy Passenger Transportation Office (NAVPTO) New Orleans. Expeditious return of unused airline tickets will ensure the Naval Reserve quickly recoup these funds for additional required AT/ADT mobilization training and peacetime support.

c. Ensure the pre-AT/ADT Check-In/Out Sheet (NAVSURFRES 1571/1) is used for the completion of all required actions. Ensure current physical, HIV, and any physical readiness standard requirements are met before SELRES depart on AT and medical screening notations are properly made. A more detailed discussion of this requirement is in paragraph 4215d of this section.

d. Provide other administrative/logistics support as required by unit COs (i.e., deliver orders/tickets, provide assistance for filling out supplemental travel claims, make proper RSTARS(MP)/(TM) and service record entries) .

e. If a member's AT/ADT is terminated before the scheduled AT/ADT detachment date for any reason and documentation such as Performance Input Memorandum (PIM) or evaluation does not address the reason, then determine the reason and make a page 13 (NAVPERS 1070/613) entry into the member's service record.

f. Coordinate directly with COMNAVSURFRESFOR (N3) and echelon IV commands for emergent requirements such as NRF augments, exercise requirements, and unanticipated problems such as sudden changes in SELRES travel itinerary.

g. Ensure all supported SELRES have submitted Requests for Training Orders (NAVRES 1571/15) AT applications or have an approved AT waiver by 30 June each FY.

h. Approve/disapprove all modification requests, including after-the-fact orders (less than 60 days after completing AT/ADT) . Recommend approval/disapproval of after-the-fact modification requests 60 or more days after completing AT/ADT and requests for rental cars, increase/decrease in AT/ADT days, travel code changes, and report date changes if a government travel request is requested, and forward to COMNAVSURFRESFOR (N3) for final adjudication.

4204. Echelon IV Command (NAVRESREDCOM/MIUW/Cargo Handling Battalion) Responsibilities

a. As commands holding ADT funds (mandays), screen and approve/disapprove ADT requested within their cognizant regions. Provide Tracking Control Numbers (TCN) to orderwriting activities for inclusion into the justification block of RIMS-OM. Echelon IV commands will receive their allocations of ADT mandays from COMNAVSURFRESFOR.

b. Screen CME AT/ADT requests and fees, and recommend approval/disapproval to COMNAVSURFRESFOR (N3) who will adjudicate all CME requests.

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c. Ensure subordinate commands have an AT/ADT tracking system in place for tracking AT/ADT orders from submitting the application to completing AT/ADT to include return of AT/ADT Check In/Out (NAVSURFRES 1571/1) sheets. All assigned SELRES required to perform AT/ADT during the FY will be included in the tracking system.

d. Ensure subordinate commands use RSTARS(MP) reports as a method to verify data such as rate/rank, bachelor allowance for quarters status (for entitlement purposes), home address, and pay entry base date before submitting AT/ADT requests and upon receipt of AT/ADT orders.

e. Approve/disapprove modification requests submitted more than 60 days after completing the AT/ADT event to be modified. All modification requests will contain sufficient justification.

4205. COMNAVSURFRESFOR Responsibilities

a. General

(1) Coordinate with COMNAVRESFOR (N33) regarding AT/ADT orderwriting and teleticketing.

(2) Approval authority for all surface school requests once quotas are obtained from COMNAVRESFOR. COMNAVSURFRESFOR (N7) Point of Contact (POC) phone number for school AT/ADT to request information is DSN 678-0642, commercial 504-678-0642.

(3) The AT/ADT coordinator for all surface Reserve units.

(4) Schedules AT/ADT for the following surface units: Merchant Marine, Law, and Religion. Schedules individual AT/ADT for all 4105 (Chaplain) and 2505 (JAG) officers, and enlisted legalmen/religious program specialists.

(5) Reviews shore and afloat unit AT/ADT for all Naval Reserve surface unit types.

(6) COMNAVSURFRESFOR (N3) will monitor scheduling of Naval Surface Reserve AT/ADT/IDTT for afloat units. Afloat AT/ADT/IDTT will be coordinated by COMNAVSURFRESFOR (N3) with Fleet Commanders in Chief (CINC), Naval Surface Force Commanders, Submarine Force Commanders and all other afloat coordinators/offices. COMNAVSURFRESFOR (N3) will oversee unit/NRA arrangement of AT/ADT/IDTT billets aboard fleet ships/fleet training commands. COMNAVSURFRESFOR (N3) will also coordinate exercise support.

(7) Monitor/forward to echelon IV and V commands NRF ship requests for SELRES support.

(8) Advertise AT/ADT opportunities via Naval message and COMNAVSURFRESFOR Internet homepage and electronic mail.

(9) Approve/disapprove all modification requests for rental cars, increase/decrease in AT/ADT days, travel code changes, and changes in report dates when a Government Transportation Request (GTR) is requested (travel modes 1 or 5).

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NOTE : Submit AT/ADT modification requests to COMNAVSURFRESFOR Via RIMS-OM only. Submit IDTT modification requests per COMNAVRESFORINST 1571.7H.

b. Exercise Division. CINCs and other major gaining commands will generate a 5 year Naval Reserve Augmentation support requirements plan for fleet exercises. These requirements, for the next 5 FYs, will be updated annually and submitted to COMNAVRESFOR (N3) by 1 June. The following information will be included for all Naval Reserve Augmentation support requirements :

- (1) Exercise name.
- (2) Reporting command.
- (3) Reporting command Unit Identification Code (UIC).
- (4) Reporting location.
- (5) Embark location. (If embarking a ship the embark location)
- (6) Debark location. (If embarked in a ship the debark location)
- (7) Start date. (If embarking a ship the debark date)
- (8) End date. (If embarked in a ship the debark date)
- (9) Specific billet information to include:
 - (a) Billet control number. (One for each billet)
 - (b) Rank,
 - (c) Rate.
 - (d) Designator.
 - (e) NEC or NOBC.
 - (f) Required clearance.
 - (g) Billet title/description.
- (10) Priority of each event (1-3):
 - (a) PRI 1 - High priority; Reserve support critical for mission accomplishment.
 - (b) PRI 2 - Medium priority; Reserve support necessary to mission accomplishment. Nonsupport would result in degraded mission accomplishment.
 - (c) PRI 3 - Low priority; Reserve support desired but not critical to mission accomplishment.
- (11) Gaining Command exercise POC, phone number, and e-mail address.

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c. COMNAVRESFOR will provide Naval Reserve Augmentation Support requirements to COMNAVSURFRESFOR (N3). COMNAVSURFRESFOR (N3) will assign an exercise coordinator who will:

- (1) Act as the primary COMNAVSURFRESFOR's POC for the designated exercise.
- (2) Initiate a billet tracking spreadsheet.
- (3) Draft a billet advertisement message.
- (4) Advertise billets on COMNAVSURFRESFOR AT OPPORTUNITIES WEB PAGES.
- (5) Six months prior to start, provide gaining commands updated billet status spreadsheets (via e-mail).
- (6) Thirty days prior to start provide final billet status spreadsheets.

4206. AT/ADT Types

a. Split AT. Split AT is limited to two sets of orders per FY and travel will be authorized for only one period of AT. The total number of days for all AT periods are not to exceed 12 days. Orderwriting activities are to use travel mode 0, text code 083 when requesting the second portion of split AT orders, which will allow entitlement of per diem but not reimbursement of travel expenses on the SELRES day of travel.

b. Segmented AT. For those units authorized to perform segmented AT, process AT periods in 1 day increments up to a maximum of 12 days. Total travel cost will not exceed that authorized for one 12 day period of AT. For more information on personnel eligible to perform segmented AT, see paragraph 4215c of this section.

c. ADT. Echelon IV, some major commands, and CINCs are given an annual allocation of discretionary ADT mandays. This allocation is intended to be used for internal purposes, i.e., internal control reviews, selection/policy boards, peacetime support, fleet support, exercises, and other prioritized requirements. When gaining command/fleet support cannot be satisfied using 12 days of AT, approval for ADT must be obtained from the appropriate ADT account holder who will provide a specific TCN to the unit/echelon V. Echelon V personnel will also verify the following information with the ADT holder:

- (1) Rate/rank of SELRES.
- (2) Last name.
- (3) Social security number.
- (4) Start date.
- (5) Number of days ADT.
- (6) Travel mode.

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(7) Exercise name/number that SELRES is a participant in, if applicable.

d. In addition to the TCN, the ADT holder will provide a POC and telephone number to the echelon V AT coordinator. The ADT holder will deduct the ADT days (including constructive travel days) from their account. ADT application information will then be entered into RIMS-OM by echelon V activity FTS personnel in the same manner as for an AT application. The TCN provided for ADT will be entered into the application justification block in RIMS-OM along with the POC and their phone number. Lack of a valid TCN, and/or a proper POC and phone number, will result in the ADT application being returned by COMNAVSURFRESFOR (N3) to the originator. ALL AT/ADT APPLICATIONS SHALL BE ROUTED TO COMNAVSURFRESFOR (N3) FOR ACCOUNTING PURPOSES. COMNAVSURFRESFOR (N3) personnel will quality check all ADT applications to verify the TCN for proper elements and conformance to the billet control numbering system. Once an ADT application is approved, COMNAVSURFRESFOR (N35) will deduct the ADT mandays from the appropriate ADT account.

4207. AT Restriction

a. The following SELRES are not eligible for AT with pay:

(1) Officers

(a) When retirement or removal from active status is within 6 months, or as soon as a member submits a request for retirement.

(b) Reserve officers who have attained the maximum age for participation in the Ready Reserve as indicated:

CWO/LDO	60 years
ENS/LTJG	40
LT	46
LCDR	52
CDR/CAPT	60

(2) Enlisted

(a) Those within 6 months of a known retirement date or as soon as a member submits a request for retirement. SELRES without an obligation that are within 6 months of leaving active status may not perform AT unless they have an approved waiver granted by COMNAVRESFOR. These waivers must be submitted from echelon VI commands to COMNAVRESFOR via the appropriate echelon v, IV commands and COMNAVSURFRESFOR (N3).

(b) When reaching high year tenure in current calendar year, unless in receipt of Bureau of Naval Personnel (BUPERS) approved waiver or selected for advancement to the next paygrade.

(c) In the FY they are released from active duty.

(d) SELRES enlisting/affiliating during the current FY unless a waiver is approved by COMNAVSURFRESFOR prior to entry of AT request information into RIMS-OM, or unless modified via message by COMNAVRESFOR.

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(e) SELRES within 120 days of completing their military service obligation if they have served on active duty for 1 year or longer.

(3) All Reservists submitting for/pending receipt of Reserve Transition Benefits.

b. VTU personnel

(1) Ready Reservists assigned to VTUs are in a nonpay status. Paid AT is dependent upon the availability of CAT H funds. VTU members are not required to perform AT.

(2) Members of VTUs may perform AT without pay and will be issued permissive orders upon approval. VTU personnel are not required to complete AT without pay and no AT waiver is needed.

(3) Members of VTUs may perform ADT with pay when funded by a command with an ADT allocation.

c. Conflict of interest/civilian employees of the Government. SELRES personnel will not perform AT/ADT at a military activity when their civilian company's interests and/or financial interest of the SELRES would create a conflict of interest situation per DoD Directive 5500.7 of August 1993 and DoD Regulation 5500.7-R of 30 August 1993. Procedures for investigating and processing an AT/ADT request where a possible conflict of interest could occur are in COMNAVRESFORINST 1001.5C.

d. Additional AT/ADT arrangements for female members. Before accepting a request for female SELRES to perform AT/ADT, it must be determined that the host activity is capable of accommodating female members. If government female quarters are not available and appropriate off-base housing is confirmed; female SELRES may perform AT/ADT at the requested site. See paragraph 4215d(3) of this section for COMNAVSURFRESFOR policy on AT/ADT participation by pregnant SELRES.

e. After-the-Fact Orders. AT/ADT orders will not be authorized after an individual has already reported/completed a period of active duty without orders.

f. SELRES are not authorized to travel without orders. All SELRES reporting without orders will immediately be sent back to their home of record. Such persons may perform their AT at a later date under travel mode 0 (travel not subject to reimbursement).

4208. FY Crossovers. Scheduling AT which starts in one FY and ends in another is discouraged. All requests which cannot be entered into RIMS-OM due to a FY crossover will be sent to COMNAVSURFRESFOR (N3) for approval.

a. If the FY crossover AT is for a school, obtain quota confirmation and verbal authority, and annotate this data on the request prior to submission.

b. If the FY crossover AT is for a ship, obtain embark/debark information from COMNAVSURFRESFOR (N3) and annotate this data on the request prior to submission.

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c. If the FY crossover AT is for an exercise, obtain a billet Control number from COMNAVSURFRESFOR (N3) and annotate this data on the request prior to submission.

4209. Lead Times

a. Lead Times. With the introduction of OM, order request(s) can be entered at each Reserve site. Lead time starts the day the application is entered into RIMS-OM, NOT the day of receipt of the application from the Reserve unit representative. Approved AT/ADT requests will be entered into RIMS-OM by FTS personnel within 2 working days of receipt. All AT/ADT requests requiring individual or group GTRs will be entered into RIMS-OM not less than 60 days prior to the start date.

b. Our goal is to have orders and tickets in the SELRES' hand 4 weeks before the start of AT/ADT and to have short notice requests for travel mode 1 or 5 on as few requests as possible. Recommended lead times are used as a guideline for AT/ADT processing only. For emergent requirements, it is understood that active duty customer commands may need SELRES assistance on short notice. In these situations COMNAVSURFRESFOR will grant exceptions to short lead requirements when processing short notice AT/ADT requests.

4210. Rapid (3 Minute) Orders. Rapid orders (3 minute orders) are not authorized for any surface Reserve unit under any circumstance. There are no exceptions to this policy.

4211. Readiness Standards

a. Physical Readiness Requirement

(1) SELRES members failing any portion of a semiannual PRT for two consecutive tests or are out of standard are prohibited from performing AT/ADT without a written waiver from their echelon V/VI command. Such factors as the type of duty applied for, the tasks associated with that duty, and the member's uniform appearance must be considered before granting a waiver.

(2) Additionally, for members scheduled for instructor duty or other high visibility assignments such as major staffs or unified/joint service commands, the echelon V CO must first advise the gaining command of the member's substandard status. The CO must then obtain approval from the gaining command that the member is still acceptable for AT/ADT prior to issuing a waiver.

b. If a member is diagnosed out of standard and their health may be at risk while performing a particularly arduous AT/ADT, under no circumstances should the member be permitted to perform the training. This would include, but is not limited to, AT/ADT with ships, aviation squadrons, construction battalions, MIUWs, or NAVSPECWAR units.

4212. Modifications

a. Initial recommendation for approval/disapproval of AT/ADT modifications rests with echelon VI COs. Modification requests will be properly filled out and forwarded to the supporting echelon V for approval. After-the-fact modifications submitted 60 or more days after completing AT/ADT will be forwarded to the cognizant echelon IV, via the supporting echelon V for final

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disposition. In addition, COMNAVSURFRESFOR has final approval authority for certain modification types. Requests for modification will be submitted via RIMS-OM.

b. It is strongly encouraged that all modifications to orders be initiated prior to or while the member is on AT/ADT.

c. RSTARS(MP) must be updated before creating certain AT/ADT order modifications. These include family member status, home addresses, rate/rank changes, pay entry base date, NEC and sea duty days. This information should be double checked to reduce modifications when SELRES first apply for AT/ADT.

d. If a member is married or divorced a modification to their orders for a name change is not authorized. Submit name change via RSTARS(MP) and provide the member with a certified copy of their recently updated service record page 2 (NAVPERS 1070/602).

e. Modifications once approved take 24 hours before they can be printed (issued), or routed to NAVPTO New Orleans if a GTR is involved.

f. Any change in a member's travel itinerary, travel mode, or lost/not received airline tickets requires the AT/ADT orders to be modified.

4213. Afloat AT/ADT

a. Because of the unique nature of training aboard afloat commands, supporting echelon V will send a message to afloat training sites to confirm previously arranged (with the afloat gaining command) reporting dates, names and rates of SELRES personnel, security clearance requirements, and specific training required by SELRES participating. COMNAVSURFRESFOR (N3) will be an information addressee on these messages. Individual SELRES will hand carry a current certified copy of their Page 2 (NAVPERS 1070/602) and Page 4 (NAVPERS 1070/604) with their orders, as well as health and dental records. Medical department representatives will screen health/dental records to ensure the following:

(1) All required immunizations are completed.

(2) Deoxyribonucleic Acid (DNA) on file at Defense Medical Systems Support Center, Monterey, California and a health record entry made to indicate this.

(3) Current physical examination.

(4) Ensure personnel in dental class 1 or 2.

b. When assigning AT for NRF ship units, the priority should be:

(1) Aboard their active duty mobilization platforms to complete underway training.

(2) Aboard NRF ships whenever possible in support of special operations.

(3) Aboard NRF ships to complete underway training.

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(4) Aboard their active duty mobilization platform to complete inport training.

c. NRF Ship Units. NRF unit proposed AT period will be scheduled by the NRF CO. Unit AT requests will be forwarded to COMNAVSURFRESFOR (N3) via RIMS-OM. Direct liaison between Echelon V, IV, COMNAVSURFRESFOR (N3), and the afloat gaining command is authorized with regard to NRF AT/ADT/IDTT. The NRF CO will also designate an alternate AT as a suitable substitute if the gaining command is not available due to operational commitments/deployments. Since NRF ships do not have RIMS-OM and NRAs with RIMS-OM can only process AT/ADT orders for SELRES assigned to their Unit Identification Code (UIC), the decision as to what command will process AT/ADT for NRF SELRES will be made by the cognizant REDCOM.

4214. OUTCONUS AT/ADT

a. Difficulty may be encountered when, scheduling OUTCONUS commercial travel. All personnel involved in the AT/ADT process, SELRES and active duty, should realize the importance of meeting required lead times during peak periods. Movement in the Pacific area during summer months, especially group travel, has been particularly difficult. Hawaii, Alaska, Canal Zone, and Puerto Rico are not considered OUTCONUS for AT purposes but are considered OUTCONUS for travel purposes.

(1) Units not assigned to deployed mobilization commands or commands permanently assigned OUTCONUS will not request OUTCONUS AT, except for fleet exercises or valid peacetime support, requested by an OUTCONUS gaining command. Members of units assigned to OUTCONUS gaining commands may go on OUTCONUS AT as required for appropriate mobilization training and peacetime support.

(2) Per BUMEDINST 6230.15, all required immunizations will be accomplished before performing AT/ADT. Additional immunization requirements may appear in COMNAVSURFRESFOR (N3) advertisements. Per SECNAVINST 5300.30C, all personnel performing OUTCONUS AT/ADT will have a negative HIV test documented in their medical record within 1 year of their AT/ADT start date. For more information on medical/dental requirements for SELRES performing AT/APT afloat and INCONUS, see paragraphs 4213a and 4215d of this section.

R) (3) Passports and visas may be required for SELRES OUTCONUS travel. Lead time for passport/visa processing by USASCAF Washington, DC is 10 weeks before commencement of travel. Personnel assigned to units that deploy OUTCONUS such as NCW; SPECWAR, CHBU; NRF, etc. or are assigned to OUTCONUS gaining commands are required to have passports. Upon assignment of the member to a deployable unit, NRAs will submit and track the "no-fee" passport applications. Supporting NRAs, PSD, or NAVPTOs have the proper application forms and are responsible for procuring and issuing of official passports when required. The Air Force Foreign Clearance Guide lists those countries where passports/visas are required. Refer to OPNAVINST 4650.15 for information on procedures for obtaining "no-fee" passports. Echelon V COs are authorized to contract for services to obtain necessary passport photographs. All military members, regardless of rank or rate, will be required to submit evidence of United States citizenship when applying for a passport. Orders/tickets will not be issued to a SELRES until required passports are processed and received.

b. Travel/Country Clearance. Guidelines for OUTCONUS travel/country clearance requests are in the Air Force Foreign Clearance Guide and OPNAVINST 4650.11F. For all OUTCONUS assignments, the command processing the AT/ADT orders will initiate the clearance request. Knowledge of the gaining

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command's chain of command is essential for proper addressing of travel/country clearance messages. Be sure to include the gaining command, servicing PERSUPDET, and NAVPTO New Orleans as addressees. Submit clearance requests sufficiently in advance, normally 30 days before reporting, to allow for orderly processing, evaluation of necessity of visit, and coordination with United States diplomatic and consular missions in the countries to be visited. Submission must not be delayed due to lack of flight information. Provide dates. If flight information is unknown, then provide flights in a follow-up message. Promptly report cancellations to all concerned. NAVPTO New Orleans will not release commercial travel tickets until receipt of acknowledgement/approval of country clearance request; or a disapproval was not received from the host command within the time stated in the area clearance message request. Field commands not yet on permanent distribution for the Air Force Foreign Clearance Guide can obtain copies by letter from:

DMA-CSC
Washington, D.C. 20315-0010
Attn: DDCP

NOTE : Letter must include UIC, command address, and command POC.

c. AT/ADT policies for SELRES residing OUTCONUS may be found in COMNAVRESFORINST 1001.5C.

4215. Medical AT/ADT

a. Medical Credentialing. BUMEDINST 6320.66B provides detailed guidance on the Credentials Review and Privileging Program. The following individuals must have current provider profiles maintained by the Centralized Credentialing and Privileging activity in Jacksonville, Florida:

- (1) All Medical Corps Officers (2105).
- (2) All Dental Corps Officers (2205).
- (3) Medical Service Corps Officers (2305) holding the following

NOBCs:

Physician Assistant	0113
Clinical Psychologist	0851
Social Worker	0868
Audiologist	0871
Physical Therapist	0873
Occupational Therapist	0874
Dietitian	0876
Optometrist	0880
Pharmacist	0887
Podiatrist	0892

- (4) All Nurse Corps Officers (2905)

b. Medical Department officers in the above categories applying for AT/ADT. must maintain their licenses and credentials. This requirement covers all staff assigned to Medical/Dental Treatment Facilities (MTF/DTF), ships or Marine Corps operations/exercises.

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c. BUMEDINST 6320.66B provides guidelines for obtaining gaining command acceptance. This documentation must be included in the justification section of the AT/ADT request and will include a gaining command POC and date-time-group of the acceptance message. Because of credentialing and lead time requirements, the processing of clinical AT orders may be initiated before the acceptance of credentials. However, orders will not be issued/delivered until credentialing acceptance is received. Echelon V commands must forward all clinical AT/ADT via their echelon IV command. If AT/ADT requests are for non-clinical assignments, this information should be indicated in the AT/ADT request justification section.

d. Medical/Dental requirements for SELRES before executing AT/ADT orders are as follows:

(1) Physical examination requirements are specified in the Manual of the Medical Department (MANMED), chapters 6 and 15. Accomplishing the required medical/dental examinations and immunizations is extremely important to maintain a high level of readiness. Personnel scheduled for CONUS AT/ADT should only be allowed to pick up their orders if all medical/dental requirements are met, scheduled to be met, or can be accomplished on AT/ADT by prearrangement made by the responsible echelon V activity with the gaining command. Personnel approved for OUTCONUS AT/ADT must have all requirements met before picking up their orders.

(2) DNA sample for all SELRES should be on file at Defense Medical Systems Support Center, Monterey, California and an entry made to indicate this in the SELRES health record prior to AT/ADT. This is required for OUTCONUS and afloat AT/ADT.

(3) Pregnant service members with uncomplicated pregnancies who receive written authorization from their attending physician may participate in AT/ADT per COMNAVRESFORINST 6000.1A. AT/ADT and associated travel must not be completed prior to the 32nd week of gestation. Pregnant SELRES will not be allowed at anytime during their pregnancy to:

- (a) Attend APG School,
- (b) participate in Marine Corps or Construction Force field operations or exercises,
- (c) attend FHOTC, or
- (d) perform AT/ADT in any location requiring special immunizations .

e. Medical Department AT/ADT

(1) Current policy/guidance provides details on how SELRES medical personnel are directed to perform peacetime contributory support at their gaining commands.

(2) AT/ADT orders to a MTF/DTF must have a seven-digit billet confirmation number provided by the MTF/DTF in the "Additional Instructions" section of the AT/ADT request. Requests received without a billet confirmation number will be returned to the originator.

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(3) CNO (N095) has authorized SELRES medical department personnel (officer designators 2105/2205/2305/2905/7545, hospital corpsmen, and dental technicians) to perform AT in increments of 1 or more days, up to a maximum of 12 days, at military MTFs/DTFs to provide relief for active duty staff or to provide specialty services not otherwise available. This reduces health care costs incurred by the Humana Military HealthCare Services, increases peacetime support for MTFs/DTFs, and offers SELRES the opportunity to provide medical treatment. Echelon VI activities involved in segmented AT for increased peacetime support should ensure that supported activities also provide any mobilization readiness training required by individual RBTRs.

(4) Individuals will not be authorized segmented AT orders which require constructive travel days/funds. Therefore, segmented AT will normally be limited to SELRES residing within a reasonable commuting distance of the AT site unless the individual voluntarily travels at their own expense not subject to reimbursement. IDT (drills) must be used for peacetime support periods of less than 1 full day (8 hours) duration.

(5) AT order issuing activities must ensure that the total of all segmented AT orders does not exceed 12 days per FY for any individual. Normal check out/check-in procedures for AT must be followed, including obtaining required medical endorsements. Local procedures should be developed to expedite the check out/check-in process.

(6) VTU personnel may perform segmented AT on a no-cost basis based upon the above guidance. VTU members requesting cost orders to perform AT -can still apply following current directives; however, approval will be based on the availability of CAT H mandays.

f. Conference Fees. See paragraph 4303j of this section.

4216. Schools

a. Maximum use of Navy schools and training courses is directed for all SELRES personnel whose mobilization billets and/or NOBC/NEC requirements are dependent upon or enhanced by completion of courses of instruction. Each echelon V activity will appoint a schools petty officer to ensure proper submission of school AT/ADT requests. They will also track requests through RIMS-OM. Billet ITPs list required courses. ADT may be used for school training if funds are available. All AT/ADT school requests entered into RIMS-OM must include CDP/CIN and course title to ensure proper manday allocation tracking. This information may be found in NAVEDTRA 10500. If the CDP or CIN does not exist, enter "9999" in the CIN/CDP field in RIMS-OM. (In all cases enter the full course title.) Requests for courses that are not listed in the Catalog of Navy Training Courses (CANTRAC), NAVEDTRA 10500, must include amplifying information such as the reference source and the quota control activity. Non-Navy schools may require that a Request Authorization Agreement, Certification of Training and Reimbursement (DD 1556) be submitted with the request for training orders. All AT/ADT school requests will be carefully reviewed prior to submission. For questions concerning schools in excess of 12 days contact COMNAVRESFOR (N33) School's petty officer at DSN 678-5830 or commercial (504) 678-5830. The following items are particularly important in the review process:

(1) Verify that all prerequisites for the course have been met.

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(2) Verify member still has sufficient minimum obligated service remaining per COMNAVRESFORINST 1571.7H.

b. The following section discusses administrative procedures to-follow for naval schools commonly applied for by SELRES:

(1) APG Indoctrination: APG personnel, with no prior military service, have a contractual agreement to attend APG Indoctrination at the NAVRESPRODEVCCEN; Naval Support Activity, New Orleans for their first AT. If no quotas are available, APG personnel are authorized to perform AT per their ITP; however, they shall be scheduled for this course via subsequent ADT or next FY AT when a quota becomes available.

(2) Direct Commissioned Officers (DCO): DCOs having no prior Naval service will attend the specific military indoctrination course as directed by their respective officer accession program sponsor. Supply corps direct commission/limited duty/warrant officers must complete the basic qualification course of the Navy Supply Corps School within 6 months of commissioning. DCO School is mandatory for all non-prior service Medical/Medical Service Corps/Dental/Nurse Officers. Officers with a 1615 designator (cryptology) assigned to surface units will complete military indoctrination plus a Joint Officers Curriculum course. All DCOs must complete the Naval Orientation correspondence course within 18 months of commissioning/appointment.

(3) Continuing Legal Education (CLE). CLE courses are available at Naval Justice School and the Army and Air Force Judge Advocate Schools. Applications for a quota, with a current Naval Reserve Qualification Questionnaire (NRQQ) for Inactive Duty Personnel (NRPC 1200/1), should be forwarded to the COMNAVSURFRESFOR Legal Unit Coordinator via the chain of command. The COMNAVSURFRESFOR Legal Coordinator will also provide information on legal conferences/seminars .

(4) NRQQ for CME, Continuing Education (CE), and Professional Update Training (PUT) . AT/ADT applications for these courses will be submitted with current NRQQ and complete course agenda via the chain of command to echelon IV Medical Training Officers (MTO) for input into RIMS-OM. All CME/CE/PUT courses must fulfill the training requirement of 8 hours per day per COMNAVRESFORINST 1001.39C. Echelon Vs reviewing requests and courses brochures will verify to ensure they are accurate requests. Any applicable fees should be annotated in block 14 of the AT worksheet and entered in the additional instruction section of RIMS-OM by the echelon IV representative. Modifications are NOT authorized to add fees at a later date. Echelon IV MTOs will recommend approval/disapproval of all CME, CE, and PUT requests, and route them to the COMNAVSURFRESFOR (N39) Medical Support Coordinator via RIMS-OM. MTOs recommending disapproval must list specific reasons. COMNAVSURFRESFOR Medical Support Coordinator will review and make final determination on all CME, CE, and PUT requests. Requests will NOT be disapproved at any level in the chain of command prior to COMNAVSURFRESFOR. Echelon IV MTOs will indicate on each member's ADT request the number of paid CMEs that have been approved for the member for the FY to date. All SELRES medical department staffs attending a funded CME/CE/PUT program will be required to be in the correct uniform of the day as prescribed by Navy Uniform Regulations As a general rule, rental cars will not be authorized.

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4217. Security Clearances. Personnel who require top secret clearances for their mobilization billet must maintain a current background investigation per OPNAVINST 5510.1H. Once a background investigation is completed, it must be periodically updated to maintain top secret access eligibility. This is particularly important for radiomen, communication/electronics technicians, and officers whose mobilization assignment requires access to top secret material or top secret watch standing spaces. In addition, all data processors and aerographer's mates require top secret security clearances based on a current special background investigation per DoD C-51-5.21-M-1 and related Naval Supply publications, DoD TS5105.21-M-2, and OPNAVINST 5510.1H. The gaining command/school will be notified at least 15 days before the AT/ADT start dates, per OPNAVINST 5510.1H, of SELRES security clearance(s) by one of the following means:

a. Advance copy of AT/ADT orders with typed or stamped security clearance certification verified and signed by the echelon V CO.

b. Message notification of SELRES security clearance(s). This is the only authorized method for notifying afloat commands.

c. For standard mobilization site, provide an updated listing with cover letter on a routine basis for all unit members, if this is acceptable by the gaining command.

4218. Rental Cars

a. Reserve unit COs may authorize rental cars for their personnel. As a general rule, rental cars should not be authorized if government quarters and messing are available. Rental cars will only be authorized for transportation between a SELRES place of lodging and the active duty command when it is determined that commercial transportation (taxi, bus, hotel courtesy limousine) is more costly or not available. Gaining commands should provide vehicles required for SELRES to perform official duties during the workday.

(1) If it is determined that a rental car is required for a unit (group) request with two or more personnel performing AT/ADT at the same command, individuals should be grouped together in rental cars consistent with COMNAVRESFORINST 1571.7H guidance and the chart listed below:

Economy car.1 person
Compact car.1-2 persons
Mid-size car3-4 persons
Standard/Full size car . .	.5-6 persons
Special Vehicle (e.g., van)	.7-15 persons

(2) Certified nonavailability numbers are no longer required to authorize rental cars. They will be given when SELRES actually report for AT/ADT. In those cases where member(s) are staying in government quarters but their training site is several miles away either on or off base, state this situation clearly in the RIMS-OM justification block when requesting a rental car.

(3) For extenuating circumstances where advance authorization has not been made and it is determined that rental cars are needed, SELRES members

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should immediately contact their RESCEN and request order modifications authorizing rental cars. In cases where the RESCEN cannot be contacted in time, COMNAVSURFRESFOR (N3) will review requests for rental car modifications. As a general rule rental cars are not authorized for CME training.

b. Because of the high potential for abuse inherent with rental cars, authorizing officials are directed to closely monitor their authorization and use.

4219. Travel

a. Travel with orders must be arranged and completed before the report date/time of AT/ADT. If the reporting hour is 0730 and travel cannot be completed from 0600 to 0730, travel must be completed the day before and 1 constructive travel day will be granted for travel INCONUS and 2 days for travel OUTCONUS. The number of travel days authorized is based on air travel time. SELRES will be awarded full pay and allowances, one retirement point, and appropriate travel/per diem reimbursement for each constructive day of travel.

b. Any changes in travel arrangements occurring before the member's departure are to be coordinated through the member's Reserve activity, COMNAVSURFRESFOR (N3) and COMNAVRESFOR (N33).

c. GTR is the directed mode of travel for all SELRES. Other travel modes, as described in COMNAVRESFORINST 1571.7H, may be used if sufficiently justified and approved by COMNAVSURFRESFOR (N3). Travel mode 7 is not authorized, except in rare instances when NAVPTO New Orleans cannot procure a GTR and a unique need of the SELRES training site is justified. Travel mode 7 will only be used when specifically approved by COMNAVSURFRESFOR (N3). For additional guidance on the use of travel modes and their restrictions, refer to COMNAVRESFORINST 1571.7H and the COMNAVRESFOR/COMNAVSURFRESFOR FY program and policy guidance.

d. Constructive travel after completing their AT/ADT: SELRES are entitled to constructive days of travel if they cannot return home on the scheduled day of detachment from an AT/ADT period by 2400 that day. Inclement weather or aircraft mechanical problems are two examples of justifiable reasons to allow for a constructive day of travel. COMNAVRESFOR authorizes local disbursing offices to pay this constructive travel day without an order modification.

e. SELRES orders must match their travel itinerary. Orders "for further assignment" are not authorized unless specifically approved in advance by COMNAVSURFRESFOR (N3).

f. Insurance. When travel is arranged by NAVPTO New Orleans (travel modes 1 or 5 are requested) SELRES automatically receive \$150,000 flight insurance, \$150,000 travel insurance, and \$1,250 baggage insurance; all free of charge. Commercial travel personally procured by SELRES (travel mode 7) will not entitle the member to any of this insurance coverage.

g. The government will not be liable for the cost of replacing a lost/misplaced ticket if travel mode 7 is used.

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h. Teleticket Policy

(1) Airline tickets will be printed and issued to SELRES by Reserve activities having teleticketing capabilities (only for AT/ADT orders where travel is via GTR). SELRES whose billets are at NRA's distant from their homes may receive teletickets at activities closer to their home by requesting that service in the travel advice section of the RIMS-OM application. Ticket issued at another activity closer to a SELRES' home of record does not relieve the supporting activity from ensuring AT/ADT orders and tickets are expeditiously processed and delivered.

(2) Altering airline tickets. Airline tickets issued by NAVPTO New Orleans for AT/ADT travel will not be altered by SELRES. Under certain circumstances; however, minor itinerary changes will require SELRES to revalidate their plane tickets. Effective January 1996, revalidation is permitted in certain circumstances as long as the actual price of the ticket is not changed. Revalidation is more efficient than cancellation because it precludes double obligation of funds while canceled ticket funds are recouped. Revalidation should normally occur under the following circumstances:

- (a) Report date is changed.
- (b) AT/ADT days are increased or decreased.
- (c) Departure on any flight is delayed due to inclement weather.
- (d) Member missed designated flight.

SELRES needing to revalidate tickets should contact COMNAVRESFOR (N33). COMNAVRESFOR will evaluate and if the situation warrants, revalidate the SELRES plane ticket.

(3) Using another individual's ticket. SELRES will not use an airline ticket which has been assigned to another SELRES.

(4) Prepaid tickets. In certain circumstances, travel is arranged by NAVPTO with the member picking up tickets at the nearest commercial airlines counter at the air facility. Complete information on prepaid tickets may be found in COMNAVRESFORINST 1571.7H.

(5) Electronic ticketing. Increasingly, SELRES air travel will be conducted using electronic ticketing, wherein the traveler receives an itinerary vice printed tickets. Boarding passes are obtained by reporting to the departure gate at least 30 minutes before scheduled flight time and presenting the proper identification.

(6) If travel problem(s) occur en route, contact NAVPTO during normal working hours at 504-678-6198 or COMNAVRESFOR (N33) after normal working hours at 1-800-359-9999. NAVPTO follows the same procedures regardless of how tickets are issued. If a travel problem occurs prior to departure, the SELRES should contact their supporting NRA. Change in travel mode, lost/not received airline tickets, or change in travel itinerary requires a modification to the member's orders.

4220. Reimbursement/Bachelor Quarters Central Reservation System (BOQ/BEQ)

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a. BOQ/BEQ Service Charges for SELRES. Public Law 103-139, which is retroactive to 1 October 1993, authorizes SELRES to be reimbursed for charges incurred when occupying government quarters. The law allows reimbursement of BOQ/BEQ expenses even though SELRES are not in a per diem status when performing IDT. Claims for reimbursement may be submitted through servicing PERSUPPDET. Personnel on AT/ADT should claim reimbursement on their Travel Vouchers (DD 1351-2) or Training Duty Pay Vouchers (NAVCOMPT 2120), whereas personnel requesting reimbursement while in a drilling status should submit an SF-1164 or NAVCOMPT 2277 form. To expedite reimbursement, all claims will be submitted to the echelon V activity by SELRES within 5 days after completing training duty.

b. SELRES reporting for AT/ADT INCONUS must have lodging reservations made with the servicing commercial travel office via the gaining command BOQ/BEQ. Command travel coordinators making arrangements for personnel who need lodging reservations but do not need other travel services, such as air transportation and rental car, may make lodging reservations using the toll-free number 1-800-576-9327 for NAVPTO billeting. SELRES requiring these additional travel services with lodging will enter these requirements in the justification section of the AT/ADT request in RIMS-OM, and route the request to NAVPTO, New Orleans, Louisiana. The Bachelor Quarters Central Reservation System now covers all naval activities INCONUS with BOQ/BEQ lodging facilities.

4221. AT/ADT/Modification Worksheet Request

a. Properly trained echelon VI personnel and echelon V training department personnel will assist individual SELRES in completing AT/ADT worksheets properly and quality check each worksheet before its submitted to the echelon V AT coordinator for processing.

b. Message AT/ADT Requests. CINC, U.S. Naval Forces, Europe; Commander, Naval Forces, Korea; Commander, Naval Forces, Japan; Commander, Naval Forces, Marianas; and NRF ships may use the message format found in COMNAVRESFORINST 1571.7H for submitting AT/ADT requests. Messages should be addressed to COMNAVSURFRESFOR (N3) for CINC, U.S. Naval Forces, Europe and NRF ships; REDCOM Eleven for Panama; and REDCOM Twenty-Two for Commander, Naval Forces, Korea; Commander, Naval Forces, Japan; and Commander, Naval Forces Marianas.

c. The worksheet request process is as follows:

(1) Echelon VI CO develops an AT/ADT plan.

(2) SELRES will complete and sign individual AT/ADT worksheets.

(3) Planned AT/ADT becomes a scheduled event when the echelon VI CO approves and signs the worksheet request. If the echelon VI CO is unavailable, only the unit XO or TO may approve AT/ADT requests. This DOES NOT remove the responsibility for overall AT/ADT planning and quality control from the echelon VI CO.

(4) Approved requests are forwarded to the AT/ADT coordinator at the supporting echelon V activity.

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(5) AT/ADT coordinator enters request information into the RIMS-OM system and routes the request to the appropriate program manager code. The program manager codes are listed below with the type of requests that must go to each code:

AT/ADT Destination Guide for Field Activities

UNIT COORDINATOR
CODES/APPROVAL

AUTHORITY PURPOSE

003L	Personnel reporting to an afloat command (primarily NRFs or hardware unit as MIUW)
003P	Personnel reporting to an exercise.
0020	Personnel reporting to a shore command.
0562	COMNAVRESFOR stage for formal schools (once school quotas are confirmed, school AT/ADT requests will be routed from COMNAVRESFOR to COMNAVSURFRESFOR (N3))

(6) When approved by the appropriate COMNAVSURFRESFOR (N3) coordinator, requests will enter the order creation stage and then be transmitted back to the echelon V's stage to be printed/issued. If a GTR is requested (travel codes 1 or 5) , then the request will be routed to travel stages after order creation for ticketing prior to being transmitted back to the echelon V activity.

(7) Echelon V check out. Check out procedures must be followed to ensure SELRES reporting for AT/ADT are within grooming standards, have complete uniforms, are administratively prepared, and are medically fit. SELRES will not be medically certified as physically fit for AT/ADT until they have been physically sighted by an MDR, and the echelon V command fitness coordinator has evaluated the member to be within standards. See 4215d of this section for medical/dental requirements.

4222. Check-In Procedures/Completing of AT/ADT. The following are actions required upon SELRES completing of AT/ADT period:

a. When SELRES completes a period of AT/ADT, the AT Check-in/Check out Sheet will be used by echelon V personnel to ensure all necessary administrative matters in the check-in process are completed. This form will be attached to a copy of the AT/ADT orders and retained by the echelon V command until the Check-in/Check out process is completed.

b. Unit CO's responsibilities for monitoring proper execution of AT/ADT are as follows (may be delegated to unit XO or TO):

(1) Will complete unit CO's requirements listed on AT/ADT Check-In/Out sheet (NAVSURFRES 1571/1).

(2) Evaluation/Performance Information Memorandum (PIM): Includes review of PIM/evaluation submitted by gaining command. Echelon V must be

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notified if a PIM/evaluation required by BUPERSINST 1610.10 was not received. A PIM or evaluation report is optional for AT/ADT performed with the SELRES own Reserve unit, or AT/ADT performed at an active command as part of the member's Reserve unit under the observation of the SELRES' reporting senior. For personnel who are not in either of these situations, fitness or evaluation reports are required for every period of active duty exceeding 10 days for officers, or 17 days for enlisted personnel (E1-E9). They are optional for shorter periods. When fitness reports are not required, prepare a PIM for transmittal to the echelon VI reporting senior. PIMs are not required for brief (1-2 day) service for administrative purposes only, or duty with the member's own Reserve unit.

(3) If problems are noted during AT/ADT period with some or all items contained on the form, then you must retain NAVSURFRES 1571/1 after SELRES complete check-in/out.

(4) For regular drill periods in conflict with scheduled AT/ADT, approve rescheduled drills or approve authorized absences.

(5) Ensure RSTARS(MP) entries are made to give the SELRES credit for completion of AT/ADT.

4223. AT/ADT Cancellations/AT Waivers

a. Cancelling of AT/ADT by SELRES. Cancellations should be confirmed and completed within 10 days prior to the report date. SELRES must be counseled that orders to perform AT/ADT when issued, are a mandatory commitment. Only in emergencies or circumstances beyond the member's control should SELRES fail to execute orders. Echelon IV and V activities will comply with COMNAVRESFORINST 1571.7H, chapter 5 when a SELRES fails to execute (report for) AT/ADT.

b. Canceling AT/ADT by the gaining command. When a scheduled AT/ADT period is canceled by the gaining command, the supporting echelon V activity will:

(1) Notify the SELRES and the SELRES' echelon VI CO that scheduled AT/ADT has been canceled.

(2) Advise SELRES and the SELRES' echelon VI CO of the requirement to request another AT or submit an AT waiver request.

(3) Comply with COMNAVRESFORINST 1571.7H, chapter 5.

c. Waivers

(1) AT waiver approval authority is delegated to: Echelon IV, echelon V, NRF ships, Reserve Division Naval Facilities Engineering Command, Reserve Naval Construction Force Regiments, IUW Groups and FLTHOSPS.

(2) Requests for AT waivers should be submitted as early as possible during the FY, but by 30 June.

(3) By 1 July of each fy, all SELRES must have satisfactorily completed their FY AT requirements, have submitted their AT requests, or have

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obtained FY waivers. The active duty may be exclusive to, or any combination of, AT, ADT, or active duty for special work. All echelon IV activities will ensure that echelon V activities under their cognizance comply with this requirement.

(4) Policy on physically out of standards personnel (body fat): When a SELRES is denied AT due to being out of standards, the member will be granted a waiver for the maximum 18 month period that is permitted to meet Navy PRT standards. For more information on out of standards personnel, see paragraph 4211 of this section.

4224. POC

- a. COMNAVSURFRESFOR Afloat Coordinator (N31)
4400 Dauphine Street
New Orleans, LA 70146-5100

DSN 678-4356/4372; Commercial (504) 678-4356/4372

- b. COMNAVSURFRESFOR Shore Coordinator (N32)
4400 Dauphine Street
New Orleans, LA 70146-5100

DSN 678-4370; Commercial (504) 678-4370

- c. COMNAVSURFRESFOR Exercise Coordinator (N31E)
4400 Dauphine Street
New Orleans, LA 70146-5100

DSN 678-4366/4371; Commercial (504) 678-4366/4371

- d. COMNAVRESFOR AT/ADT/IDTT Orderswriting Services Division Attention:
School Quotas (N33)
4400 Dauphine Street
New Orleans, LA 70146-5046

DSN 678-5830; Commercial (504) 678-5830

- e. COMNAVSURFRESFOR School Quotas (N76A)
4400 Dauphine Street
New Orleans, LA 70146-5100

DSN 678-0642; Commercial (504) 678-0642

- f. COMNAVRESFOR AT/ADT/IDTT Orderwriting Services Division (N33)
4400 Dauphine Street
New Orleans, LA 70146-5046

DSN 678-1436/1437/5998; Commercial (504) 678-1436/1437/5998/1496

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SECTION IV

EXECUTION

CHAPTER 3

IDTT

4301. General Guidance

a. IDTT Orders. IDTT orders are issued when a SELRES performs IDT or "drills" at a training site which is more than a reasonable commuting distance from both the SELRES regular drill site and home residence. COMNAVRESFORINST 1001.5C defines a reasonable commuting distance. An IDTT order is an official order issued by competent authority to a member of the Naval Reserve. When issued directive (cost) IDTT orders, the member does not have the option of refusing to execute the orders. Permissive (no-cost) IDTT orders are optional and may or may not be accepted. A SELRES executing cost IDTT orders will be reimbursed for travel and per diem expenses. Drill pay for the member will be authorized upon documenting completing the IDTT drills and appropriate RSTARS(MP) data entries.

b. Minimum Duration of an IDTT Drill Period. The minimum duration for an IDTT drill period is no different than for drills performed at the normal drill site. BUPERSINST 1001.39C states that the minimum duration of a paid drill period will be 4 hours. To ensure that individual SELRES are properly credited with completing scheduled drill periods performed during the IDTT, the following policy applies:

(1) A minimum of 4 hours per (paid) IDTT drill period. A CO must use good judgement when considering any exceptions to this policy.

(2) No more than two IDTT drill periods will be credited/performed per day. (Minimum 8 hours.) In situations where drills are performed under IDTT orders away from the member's regular drill site, the reporting requirement placed on the unit CO is to ensure unit member(s) attend/perform required training and/or duty during the period covered under their IDTT orders. Because of the diversity of IDTT situations (e.g., seminars, meetings, watches) the manner in which this is done is left to the judgment and integrity of the unit CO. Formal musters are not required while the member is on IDTT. Documenting attendance may be taken from the reporting and detaching endorsements on orders. While on IDTT orders, drill attendance should commence when a SELRES enters military jurisdiction (reports) and should be continuous until the member leaves military jurisdiction (detaches). As long as the statutory requirements listed above are satisfied, the actual time that each drill period starts and stops is left to the unit CO. Required training documentation for IDTT periods may be as simple as an annotated UTS or description of training required on ITPs. The guidance provided here does not absolve echelon V and VI commands of drill accounting responsibility.

c. IDTT Categories. IDTT is provided for the purpose of increasing mobilization readiness of SELRES and providing peacetime support to Navy commands. Additional guidance concerning IDTT orders is in COMNAVRESFORINST 1571.7H. IDTT categories are mobilization training, fleet exercise/operation support, and peacetime support. Multiple day IDTTs should be given favorable

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consideration over those of shorter duration as they provide greatly increased training at lesser cost.

d. IDTT Budgeting. Typically the annual COMNAVSURFRESFOR budget will not be sufficient to support the funding of all FY IDTT requirements. IDTT requirements will be reviewed by COMNAVSURFRESFOR (NO1B), Director of Financial Management at midyear of the FY, with new funding possibly being available at that time. IDTT requirements should be scheduled and executed during the earlier portion of the FY just after that year's IDTT funds are first allocated by COMNAVSURFRESFOR (NO1B) to the field. This will improve chances that critical IDTT will be funded and completed. There is no guarantee that there will be funds available for IDTT scheduled late in the FY. Annual FY IDTT funding levels will be determined by the following sequence of events:

(1) COMNAVSURFRESFOR will publish the next FY program guidance in February of the previous FY.

(2) Echelon V commands will receive/review next FY IDTT requirements from their echelon VI. Echelon V commands will forward IDTT funding requests (report symbol COMNAVSURFRESFOR 7100-19) to their echelon IV.

(3) Based on available overall RPN funds, IDTT allocations will be forwarded by COMNAVSURFRESFOR to all echelon IV commands under its cognizance via an Annual Planning Figure (APF). APFs for the next FY should reach echelon IVs during August or September. Echelon IVs will in turn break down the APF and distribute IDTT and other training funds to their subordinate echelon V commands. IDTT funds may be allocated as:

(a) Fenced IDTT funds designated for exclusive use by a Reserve unit (IDTT funds will be fenced by Reserve Unit Identification Code (RUIC)).

(b) Discretionary IDTT funds will be obligated (spent) at the "discretion" of unit COs/local PBFT.

(4) Throughout the FY, echelon VI and V commands can communicate continuing IDTT funding desires/status to echelon IV commands via EPS.

(5) IDTT OM machine is used by field activities to process IDTT orders. IDTT OM will also track the expenditure of IDTT funds. Echelon IV comptrollers will forward to echelon V commands floppy disks with actual (final) IDTT event costs (report symbol COMNAVSURFRESFOR 7100-20) as well as, when applicable, amendment data for input (upload) into IDTT OM.

(6) As a cost savings measure, IDTT orders may be funded by a USN gaining command instead of the Naval Reserve. When a gaining command agrees to fund cost IDTT, the accounting data (fund site) will be forwarded from the gaining command to the echelon V activity supporting the SELRES affected via the cognizant echelon IV comptroller. Echelon V activity FTS personnel will prepare IDTT orders with the same information/same format as regular IDTT orders funded by the Naval Reserve. However, they will be manually entered via a word processing program, or other program completely independent of RIMS-OM. This is necessary to prevent overlapping of gaining command accounting data with RPN data automatically generated by RIMS-OM. A work request from a gaining command may be used for unit(s) travel requirements

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involving large dollar amounts. The work request may be either a DD 1149 or NAVCOMPT 2275 sent to the cognizant echelon IV comptroller. Echelon V activities may then manually prepare IDTT orders using accounting data to be charged against the gaining command's work request.

(7) RSTARS(MP) entries must be expeditiously completed to ensure SELRES receive drill pay for all IDT periods in which travel and per diem were funded by a USN gaining command.

4302. Summary of Command Responsibilities

a. COMNAVSURFRESFOR

(1) Provide IDTT guidance to field activities as appropriate.

(2) In conjunction with COMNAVRESFOR Comptroller, provide annual IDTT OPTAR to echelon IV commands via the APF.

(3) Our goal is to have short lead requests for travel modes 1 or 5 on less than 6 percent of all orders issued per command for unit personnel performing IDTT with their gaining command/like platform. More flexibility will be allowed on short notice requests for emergent requirements/peacetime support for our active duty customer commands.

b. Echelon IV

(1) General. Echelon IVs will ensure adequate pre-IDTT liaison between their cognizant echelon Vs/VIs and training sites takes place. They will ensure their subordinate echelon Vs properly track all IDTT events, from initial planning to completion.

(2) Issue guidance as necessary to address region-unique procedural requirements for DCT IDTT. DCT training of unit personnel should be accomplished to ensure the most effective use of DCT equipment.

(3) Receive and consider for funding IDTT requests from NRF ships and squadron commanders. Requests should indicate specific training requirements and allow 60 to 120 days lead time for those requests involving a GTR. Echelon IVs will ensure adequate logistical/administrative support is provided for afloat IDTT.

(4) Echelon IVs will allocate IDTT funds received from COMNAVSURFRESFOR to their subordinate echelon V activities. The amount of funds allocated to each center will be based on the overall amount of IDTT funds available. Echelon IV activities may also retain sufficient funds to support their staff SELRES. As RPN holders, echelon IV comptrollers must receive copies of all IDTT travel claims and endorsed IDTT orders from their echelon V training departments so that the echelon IV comptroller may keep accurate data on IDTT fund balances. The comptroller will forward to subordinate echelon V activities disks with up-to-date IDTT accounting data so IDTT fund balances in IDTT OM may be kept current.

(5) Liaison with COMNAVSURFRESFOR (N3) on major IDTT problems that cannot be resolved at the echelon IV level.

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(6) Arrange and coordinate berthing and messing for their SELRES.

(7) Initiate Government Airlift Request message(s) for their SELRES.

c. Echelon V

(1) Issuing authority for IDTT orders. Track the status of all IDTT evolutions from initial request to completion and final turn in/liquidation of travel claims and endorsed orders.

(2) Coordinate berthing and messing arrangements with the gaining command or other training site.

(3) Initiate Government Airlift Request message(s) for supported echelon VI travel (for travel mode 2 only) .

(4) Coordinate transportation arrangements with COMNAVRESFOR (N33) for travel modes 1 and 5.

(5) Initiate modifications to IDTT orders as required.

(6) Brief echelon VI COs on status of AT/ADT/IDTT orders the drill weekend before the month AT/ADT/IDTT will be performed by SELRES, or sooner.

d. Echelon VI

(1) For all planned IDTT evolutions, establish direct liaison with the training site to arrange specific required training. Confirm that arrangements have been made by echelon IV and V activities for travel, subsistence, and berthing. For more information on pre-IDTT liaison with training sites, see paragraph 4206 of this section.

(2) Determine status of all AT/ADT/IDTT orders with start dates during the month following the month of the current drill weekend to ensure all unit members receive orders and airline tickets on time.

(3) Be familiar with procedures to be followed in emergency situations, including how to contact the echelon IV duty officer, when applicable. Paragraph 4219h(6) of this section outlines procedures regarding emergency/travel problems. Planning will include contingency plans for training if scheduled IDTT is canceled.

(4) The echelon VI CO, or the designated person in charge of the IDTT evolution, will ensure all personnel have completed their travel claims and turned them in to their RESCEN within 2 days of travel completion.

(5) A Navy Training Feedback System Report (OPNAV 1500/39) will be sent to the echelon IV, via the echelon V activity if there is a need to report training deficiencies that cannot be resolved within the Naval Reserve claimancy.

4303. Echelon VI Planning Requirements

a. The echelon VI CO is responsible for the proper budgeting, planning, and administration of all unit IDTT.

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b. Lead times. The RIMS-OM entry date for IDTT applications 60 to 120 days before desired start date for travel modes 1 and 5. As previously discussed, more flexibility/exceptions to recommended lead times will be approved for short notice IDTT requested in response to a USN command emergent requirement. All involved in the planning and execution of IDTT will strive to meet our goal of delivering IDTT orders/tickets to SELRES by the drill weekend of the month preceding the month of the start date of the IDTT orders.

c. IDTT in conjunction with AT/ADT will be performed immediately after AT/ADT, never before. SELRES must perform IDTT with AT/ADT at the same site.

(1) When IDTT is performed in conjunction with AT/ADT both the AT/ADT and IDTT claims should be settled by the servicing disbursing officer at the training site.

(2) For orderwriting sites, ensure that if required, authorization for a rental car is on both sets of orders. The member must submit both the AT/ADT and IDTT claims to the AT/ADT site servicing disbursing officer. The rental car bill will be appropriately divided between the AT/ADT and IDTT orders. The original rental car receipt must be included with the IDTT claim. The AT/ADT claim should include the following statement: "Original rental car receipt submitted with IDTT claim."

d. Scheduled IDTTs of 3 or more consecutive days.

(1) IDTT Maximum Duration. An IDTT period may consist of a maximum of 8 consecutive calendar days unless conducted in connection with flexible drills policy.

(2) IDTT periods must be scheduled per BUPERSINST 1001.39C which states that no more than 16 drills will be performed during a given quarter and no more than 48 regular drills will be performed for a given FY. Units authorized additional drills in excess of 48 drills may use these drills to accomplish IDTT. The 16 drill limit per quarter may be waived if a member is approved for flexible drills. See paragraph 4303d(3) below. Ensure that drills from 1 FY are not used to accomplish IDTT during another FY.

(3) IDTT performed in conjunction with flexible IDT: IDTT may be used by SELRES authorized to perform flexible IDT. The intent of this IDT option is to provide unit COs added flexibility to schedule drills to more readily accomplish peacetime support and complete required extended formal school training. Effective 1 October 1995, echelon VI COs are authorized to schedule up to a maximum of 40 "flex" drill periods per FY in increments of one to 40 consecutive IDT periods. Their use in conjunction with IDTT is limited since the number of consecutive days authorized per set of IDTT orders is six. Per COMNAVRESFORINST 1001.5C SELRES performing IDTT for periods longer than 6 days must acknowledge they incur an obligation through the end of the month for which advance drill(s) have been performed. IDTT performed in conjunction with flexible IDT may be performed separately or immediately after AT/ADT. SELRES performing IDTT in conjunction with flexible IDT will NOT exceed the 48 regular pay drill limitation per FY. Additional information on flexible IDT may be found in COMNAVRESFORINST 1001.5C.

(4) COMNAVRESFORINST 1001.5C, which provides regulations governing rescheduled drills, states that echelon IV approval is required to reschedule

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drills beyond "the month prior to, month of, or month following the regularly scheduled drill weekend."

(5) If personnel are due to transfer to nonpay status, regular drills scheduled after the transfer date must not be performed in advance as part of IDTT. FTS personnel must ensure this does not occur, particularly for IDTT periods of 3 or more consecutive days.

e. Individual IDTT. Entire units do not necessarily have to perform IDTT as a group to receive meaningful training. Flexible and innovative scheduling of IDTT, when acceptable to the gaining command, may be necessary for some SELRES to receive required training or perform peacetime support.

f. Locations where IDTT can be performed. IDTT drills may be performed in all locations except Japan. IDTT may be done in Panama only if performed in conjunction with AT/ADT. COMNAVRESFORINST 1571.7H states that Status of Forces Agreements with these countries prohibit the performance of drills/IDTT. Travel/Country clearances for IDTT performed OUTCONUS must be prepared in the same manner as clearances for AT/ADT performed OUTCONUS (see paragraph 4214b of this section).

g. See rental car guidance in paragraph 4218 of this section.

h. Scheduling Government Travel. The cognizant echelon V and IV is responsible for requesting government airlifts (travel mode 2) when desired. While these lifts are a tremendous cost benefit, it should be noted that in many instances they will not be available, and lead times by that point may be too short to reschedule a planned IDTT using GTR(s). The government airlift request format is located in OPNAVINST 4631.2D. The Joint Federal Travel Regulations (JFTR) prohibit requesting government airlift and obtaining GTR(s) simultaneously.

i. Uniform requirements. SELRES must have correct uniforms for IDTT, unless local waivers are authorized by echelon IV commanders for IDTT at echelon V sites in their claimancy (for SBS or DCT, or the active duty gaining command has agreed in advance to accept SELRES for training despite uniform limitations, and has specified alternate appropriate attire.

j. Conference fees

(1) Conference/registration fees are reimbursable to cover:

(a) The cost of the room in which to hold the meeting/training/seminar.

(b) The cost of reporting the meeting (i.e., a stenographer or videotaping) , and/or

(c) the cost of relevant literature distributed, and other incidental costs.

(2) Conference fees will not be reimbursed when there is no documented expense other than food costs.

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(a) When a conference fee is required during an IDTT period, the IDTT orders must specify the O&MNR line of accounting (17_1806_) to cover the conference fee cost. RPN funds will not be used for the payment of conference fees. An SF 164, specifying the O&MNR accounting data, will be submitted by individual SELRES for reimbursement of Conference fees following completion of the IDTT period.

(b) Food costs included in a "conference fee" cannot be claimed by a member both as per diem and as part of the conference fee. If a member desires to claim the full amount of a conference fee which included meal costs, it must be stated on the Travel Voucher (DD Form 1351-2) in block 5 that they received this meal at "no charge." This will cause the PERSUPPDET processing the travel claim to withhold the allotted amount of per diem for this meal.

(c) Personnel attending a conference on no cost orders may be reimbursed for the conference fee. This includes meals included in the fee if the attendance of the person during the meal was necessary for full participation in the scheduled meeting, and the attendee was not free to partake of meals elsewhere without having been absent from essential formal discussions, lectures, or speeches important to the purpose of the conference. The member will file for reimbursement using SF 1164, citing the O&MNR appropriation data discussed above.

(d) No after conference evening social events, such as dining out and banquets, are to be considered a reimbursable meal important to the purpose of the meeting.

(e) NAVSO P-1459 and COMNAVRESFOR P7100.1A contain additional information on conference fees.

4304. IDTT Order Processing by Echelon IV and V Activities

a. Ensure of the following when an IDTT request is submitted:

(1) Lead time requirements have been met. As stated previously, short lead times are acceptable for valid emergent requirements only.

(2) All SELRES' home addresses are current.

(3) The gaining command has been contacted (procedures discussed in paragraph 4302 of this section).

(4) Security clearance information is on hand at the gaining command or will be submitted before arrival (see paragraph 4217 of this section).

b. Directive (cost) IDTT eligible personnel

(1) All pay Category "A" SELRES except those personnel who do not meet physical readiness standards.

(2) Sea and Air Mariner Category "Q" personnel.

(3) Intermediate maintenance activity personnel in a 48 drill pay status.

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- (4) Nonprior service Category 'X' personnel, primarily APG SELRES.
- c. VTU personnel are not eligible to perform cost IDTT.
- d. The physical readiness requirements specified in paragraph 4211 of this section also apply to IDTT.
- e. OUTCONUS/Afloat Medical/Dental Requirements. The OUTCONUS and afloat medical/dental requirements specified in paragraph 4214 of this section also applies to IDTT performed OUTCONUS and afloat.
- f. Pots : Use the same phone numbers listed in paragraph 4224 of this section for the following commands:
 - (1) COMNAVSURFRESFOR (N3)
 - (2) COMNAVRESFOR (N33) AT/ADT/IDTT Orderwriting Services Division
- g. Logistics/funding: Planning should include cost effectiveness of IDTT. The most economical mode of travel (travel mode 1 or 5) is mandatory unless other arrangements are authorized by COMNAVSURFRESFOR (N3). Use of adequate government quarters, if available, is mandatory.
- h. Scheduling government airlifts. The Navy Air Logistics Office is the overall coordinator for Navy airlifts. Guidance for the usage of Navy airlifts can be found in OPNAVINST 4631.2D. For emergencies and further information, Naval Air Logistics Office telephone numbers are: DSN 678-1184/5/6 or commercial (504) 678-1184/1185/1186. All airlift requests, modifications, or cancellations must be completed by naval message in the format per OPNAVINST 4631.2D. If a scheduled government airlift is canceled, the IDTT period is effectively canceled. Do not attempt to salvage the IDTT period using any other mode of transportation.
- i. Berthing requirements at the training site. Berthing requirements for individuals/groups performing IDTT should be coordinated in advance. One of the most positive morale factors associated with the performance of IDTT is for SELRES a to experience berthing problems upon arrival at the IDTT site. Command involvement, both at the echelon V and VI levels, is a must; all concerned should consider this coordination a personal responsibility.
- j. Creation of after-the-fact IDTT orders is not authorized.

4305. IDTT Travel and Airline Ticket Process

- a. COMNAVRESFOR (N33), AT/ADT/IDTT Orderwriting Services Division, serves as the clearinghouse and control point for all GTRs requested for IDTT travel (e.g., management of the teleticketing machines and liaison with NAVPTO New Orleans).
- b. NAVPTO New Orleans is the only NAVPTO authorized to schedule/reschedule travel and issue tickets for IDTT (travel modes 1 or 5). Under no circumstances will individual members or echelon VI COs change transportation arrangements or carriers scheduled by NAVPTO New Orleans or revalidate tickets without prior approval from COMNAVRESFOR (N33).

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c. Groups of 21 or more. Travel arrangements for groups of 21 or more SELRES must be coordinated by NAVPTO New Orleans with the Military Traffic Management Command. Echelon VI and V commands should be aware that routing a unit application of 21 or more SELRES takes approximately 3 weeks additional processing time.

d. Prepaid airline tickets. Prepaid tickets are issued by NAVPTO New Orleans when it is not possible to deliver the airline ticket to the member via echelon V teleticketing before the scheduled departure date. Prepaid tickets will normally be issued when a GTR is requested within 10 working days of the departure date. SELRES are directed to telephone the airline ticket counter at their local airport at least several hours before departing for the airport to confirm that a prepaid ticket is on hand for them. If a member checks in at an airline ticket counter and is informed that the prepaid ticket has not been received they should contact their echelon V and explain the problem. The echelon V in turn must contact NAVPTO at (504) 678-6198 during normal working hours or the Commercial Travel Office after normal working hours at 1-800-359-9999 to resolve the problem.

e. Unexecuted orders/unused airline tickets. All hands should realize that timely return of unexecuted orders and unused airline tickets by SELRES and timely return of tickets to NAVPTO New Orleans by echelon IV and V command will greatly increase the amount of IDTT funds available during each FY. Once funds are obligated for an unused airline ticket, they cannot be used again until the appropriate ticket(s) are returned.

4306. Traveling To/From Assigned Gaining Command

a. POC if ticket is lost or stolen: If airline tickets are lost or stolen once travel has begun, a replacement ticket may be issued by the originating airline. The member must pay for any service charge assessed per the U. S. Navy Travel Instruction. If unable to replace the ticket, and member cannot pay for a new ticket, the SELRES is to contact COMNAVRESFOR Duty Office at (504) 678-5313 for further travel instructions.

b. Altering airline tickets. Airline tickets issued by NAVPTO New Orleans for IDTT travel should not be altered by the SELRES. In cases where necessity dictates that tickets be altered, it should be noted that the original, government provided ticket guaranteed seating and the renegotiated ticket does not. COMNAVRESFOR (N33) will be contacted before revalidating/renegotiating any ticket.

c. Prepaid airline tickets. See paragraph 4305d of this section.

d. Using another individual's ticket. SELRES will not use an airline ticket which has been issued to another SELRES.

e. What to do if assigned flight is missed: Common sense at this point should prevail. The airline ticket counter may accept a NAVPTO issued ticket and reissue a ticket for a later flight at no extra charge. If additional charges are involved, the government will not be liable for these charges. If no later flights are available, the member should immediately contact their echelon IV or V activity.

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f. Use of government credit card. An American Express credit card may be issued to any government traveler who is expected to perform TAD/temporary duty (e.g., IDTT at least twice a year). Authorized travel expenses include, but are not limited to:

- (1) Lodging
- (2) Meals
- (3) Car rentals
- (4) Other incidental expenses

g. When a SELRES is authorized to personally procure commercial transportation (travel mode 7), reimbursement is per JFTR, paragraph U3110-B. If cost of transportation between authorized points is \$100 or less, actual cost will be reimbursed; if cost of transportation is more than \$100, reimbursement will not exceed the cost had a GTR been used. When using travel mode 7, travelers with an American Express charge card are eligible for the government contract rate and should request this rate from the commercial carrier. Travel mode 7 for IDTT may only be authorized by cognizant echelon IVs. Insurance coverage and government liability for lost/misplaced tickets is the same as discussed in paragraph 4219 of this section.

4307. BOO/BEG Service Charges for SELRES on IDTT. See paragraph 4220 of this section.

4308. Completing IDTT Period/Travel Claim Submission. Endorsed orders, travel claims, and appropriate receipts will be submitted within 2 days following completing the IDTT. Endorsed IDTT orders will also be used to give SELRES drill pay/drill credit. Reservists should be provided a blank travel claim with their orders. Reservists should in turn provide their parent RESCEN a travel claim within 2 days of completing travel. When the claim is received, the RESCEN should process and forward it to the supporting PERSUPPDET. Do not submit IDTT travel claims via the REDCOM. If a REDCOM command desires to see these travel claims, a copy of the claim form only should suffice. PERSUPPDET is authorized 10 working days from actual receipt of the claim to process claims per the Navy travel instruction. RESCENs are to hand deliver or mail the checks to each Reservist immediately upon receipt from PERSUPPDET. Do not hold checks for any reason. Lastly, liquidating copies of orders or summary reports must be provided to REDCOMs quickly to ensure proper adjustments are made to official accounting records.

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SECTION IV

EXECUTION

CHAPTER 4

TRAINING DOCUMENTATION

4401. General. Once training is accomplished, it must be properly documented in RSTARS(TM). Since inaccurate reporting of completed requirements can lead to poor resource planning, it is imperative to maintain records that reflect all accomplished training, particularly formal schools. Accurate record keeping also helps identify missed training evolutions that can be rescheduled. SELRES personnel are authorized to input and update training accomplishments in RSTARS(TM) when deemed appropriate by the RESCEN CO. RESCEN COs will ensure that all personnel entering changes in RSTARS(TM) are properly trained and that quality assurance of the RSTARS(TM) database is maintained at all times. Inputting/updating of RSTARS(TM) data by SELRES personnel will be on a not-to-interfere basis with required training.

a. All training accomplishments for which a TSN exists, including nonbillet related training, will be entered in RSTARS(TM) for all SELRES personnel drilling at the RESCEN. Nontraining events and events that are not specific training requirements (IDTT, off-site drill) do not need to be documented as accomplished. Final qualifications must be validated by FTS training personnel with proper documentation prior to entry in RSTARS, and will be entered within 5 working days of receipt from the unit if FTS personnel are making the entries, and before the end of the drill weekend if SELRES are entering data. Training accomplishments will be entered in RSTARS(TM) first and then forwarded to the RESCEN Personnel department/PERSUPPDET for appropriate service record entries (when applicable). "Nontraining evolutions" i.e., PBFT, CAPT's Call, PRT need not be entered into the RSTARS(TM). Evolutions such as IDTT, rescheduled drills, off-site drills; need not be entered either. What was actually accomplished while on IDTT or rescheduled drills does need to be entered in to RSTARS(TM).

b. The Chief of Naval Personnel directs that certain training accomplishment must be entered on the Enlisted Qualification History (NAVPERS 1070/604) of the enlisted service record, or Administrative Remarks (NAVPERS 1070/613) for officers. Follow BUPERS directives for required service record entries. Only those entries required by BUPERS will be made in the official service records. RSTARS(TM) constitutes the official documentation for all other training accomplishments.

c. FTS personnel will ensure that an accountable service record entry tracking system is in place. This is particularly critical when the center is serviced by a PERSUPPDET. Commissioned unit COs are responsible for service record documentation for their personnel.

4402. RSTARS(TM) Reports. RSTARS(TM) includes many reports that can be used to plan and administer a dynamic and focused training program at the unit and center levels. The RSTARS(TM) End User's Manual should be used as the reference to determine the full capability of the system and all available reports. The monthly development of a CTS and UTSS for all units drilling at the RESCEN is mandatory. The following reports are considered essential to

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training management, and should be used individually or collectively at the discretion of the RESCEN CO: Training Requirements Report, Training Requirements/Personnel Report, Training Comparison Report, ITP Summary by Unit Report, Unexcused Absence Report. All other reports should be used as deemed appropriate by the RESCEN CO.

4403. Job Qualification Requirements (JQRs). There are two types of JQRs in ITPs: Those that are specific to a certain skill or equipment, and a generic gaining command JQR. The gaining command JQR allows individual gaining commands flexibility in prescribing training requirements pertinent to their respective command. JQRs will consist of those billet specific requirements beyond those in RSTARS(TM) ITPs which the gaining command and/or unit CO deems necessary for the Reservist to complete before being fully billet qualified. Ideally, JQRs assist individuals in becoming functionally competent in their respective work environments.

a. Once JQRs are developed by the gaining command/unit, the gaining command CO, through the unit CO, will provide the RESCEN FTS personnel with a copy which will be maintained on file.

b. JQRs will be maintained by the unit CO who will report partial completion to RESCEN FTS personnel based upon local documentation procedures for awarding partial points.

c. Units with JQR ITP line items will establish and maintain a list of unit personnel authorized to sign off JQRs, and will provide a copy to the RESCEN CO. Gaining command certification of completed JQRs may be documented by memorandum, official letterhead correspondence, or performance input memorandums. Only those JQRs signed off by authorized personnel and/or certified by the gaining command will be entered into RSTARS(TM) as complete.

d. Units with "As determined by gaining command" as the reference for JQRs will submit TRRs to remove the requirement if it is not supported by written guidance from the gaining command defining the JQR.

4404. Gaining Command Familiarization/Indoctrination. The TSN for gaining command familiarization is identical throughout all RSTARS(TM) ITPs. Therefore, completion dates for gaining command familiarization/indoctrination must always fall after the date of assignment to a new unit. At the discretion of the RESCEN CO, if a member is subsequently assigned to the same type unit, the qualification will be accepted as completed for readiness reporting and a completion date will be entered in RSTARS(TM) to coincide with the date of assignment to the new unit.

4405. RSTARS(TM) Local TSN Maintenance. The local TSN maintenance option provides a method of creating and maintaining a database of locally prepared TSNs. These TSNs are then used in the development of CTs and UTs. Local TSNs may be added, modified, or deleted at the discretion of the local RESCEN co. It is important to ensure that no local TSN is created for a TSN that is presently in the Headquarters TSN database. The following policy and procedures will be used when developing local TSNs:

Assign an individual with the collateral duty of Local TSN Coordinator (LTC) with the responsibility of tracking and assigning local TSNs. Ideally

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the Instructor Coordinator (IC) or TO would assume this collateral duty. Only the LTC will have access to the local TSN maintenance option of RSTARS(TM).

b. The LTC may assign TSNs in any alphanumeric order desired. However, assignment of TSNs must be accurate and consistent. It should be noted a locally created TSN for which an individual has been credited as an accomplishment will invalidate the accomplishment. Reuse of the number at a later time will make individuals appear to have completed items previously assigned that old number.

c. For every local TSN created to support specific training evolutions, there must be a locally prepared lesson plan/outline developed and on file in the RESCEN library. Local TSNs for items such as muster, PBFT, or church call do not require lesson plans or outlines. Lesson plans/outlines may be approved by the IC, RESCEN TO, or RESCEN CO. The lesson plan/outline will be filed by subject with the local TSN clearly identified. If there is a requirement to create a local TSN to conduct local training, there must be some review of the information to be disseminated during the training. The lesson plan or subject topic outline provides reference material that should be used (and continuously updated) anytime the training is conducted. Local TSNs created for off-site drills and IDTT are discussed below and are exempt from this requirement.

d. The LTC should develop local TSNs to identify specific off-site drill locations for those units routinely drilling off-site. This will facilitate development of RSTARS(TM) UTSS for units drilling off-site. When creating this type of TSN, the geographical location of the off-site drill should be identified in the description block (e.g., off-site drill at Naval Supply Center, Naval Base, Norfolk, Virginia). The above procedures also apply for units performing IDTT. See paragraph 3406 of this instruction.

4406. IRADs. The IRAD is the means by which individual readiness is reported and translated into unit readiness. It is a five character alphanumeric code representing training readiness information on the billet incumbent. COMNAVRESFORINST 3501.1K governs the assignment and reporting of IRADs for SELRES. Unit COs are responsible for the readiness assessment of all members of their units.

a. Crediting IRAD points. Each Reservist is assigned the first and second characters of an IRAD code based on their ITP accomplishments/documentation. These two characters represent the individual's percentage of completed essential training ITP items. The third character of the IRAD code is no longer used. The fourth and fifth characters reflect the date (month/year) the IRAD code was updated and are system generated.

b. Updating IRAD codes in RSTARS(MP). One method that allows for efficient changes of IRADs in RSTARS(MP) is the annotation of the Training Comparison Report. This report, when produced after all training accomplishments have been entered in RSTARS, can be annotated to reflect changes made to the IRAD code based upon changes from the percent qualified block of the ITP. Since the IRAD and percent qualified block will always be equal, changes to IRADs can be accomplished by simply reviewing the report and annotating the IRAD column when applicable. The RSTARS(TM) Training

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Comparison Report can then be used as a source document to make the appropriate RSTARS(MP) readiness entries.

4407. Example Training Documentation Matrix. Exhibit IV-4-1 of this section provides suggested methods of documenting ITP requirements.

4408. Responsibilities. Accurate record keeping is a vital part of validating unit readiness and documenting individual training qualifications. The various responsibilities detailed below are in support of maintaining a training accomplishment validation process which will enhance the Naval Surface Reserve Force's ability to accurately report mobilization readiness.

a. RESCEN CO will:

(1) Designate no more than two FTS personnel as RSTARS(TM) system managers.

(2) Coordinate with PERSUPDET (when applicable) to ensure timely and efficient service record entries to document completed training.

b. RESCEN Training Officer will:

(1) Ensure that documenting the training accomplishments, entered into RSTARS(TM), is routed to the RESCEN personnel department to update the service records.

(2) Conduct regular follow-up spot-checks of service records to verify that records have been updated.

(3) Ensure that when SELRES personnel transfer from the RESCEN, a download of individual training accomplishments is made onto a diskette to be forwarded to the new command along with the service, medical, dental, and risk factor screening/PRT records,

(4) Ensure distribution of the classroom muster sheet to each unit having a trainee listed on the 3500 Muster Report.

(5) Ensure receipt of all required classroom muster sheets from each instructor.

c. Unit COs will:

(1) Ensure that each Reservist is advised on the proper method of documenting individual training accomplishments (i.e., certificate of course completion, completed PQS, classroom muster).

(2) Periodically spot-check RSTARS(TM) ITPs against service records for accuracy.

(3) Provide annotated ITPs or ITP Summary by Unit Report showing completion dates and supporting documentation to the RESCEN training department before the end of each drill weekend, or make entries in RSTARS(TM) if local policy permits.

d. Unit TO/petty officer will:

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(1) Provide proper documentation of mobilization/ITP required training accomplishments to the unit CO for review and approval.

(2) Attach completed classroom muster sheets to the UTS to document GMT, physical fitness, and other special evolutions when required by local policy. Emphasis should be placed on using RSTARS(TM) automated muster procedures whenever possible.

(3) Annotate the UTS to indicate completed training or the reason training was not completed.

(4) Ensure that those required training evolutions not completed are rescheduled via the UTS.

4409. Firefighting (FF)/Damage Control (DC)/Chemical, Biological, and Radiological Defense (CBR-D). Navy veterans and Sea and Air Mariners who have completed basic training can be awarded credit for the following TSNs (unless otherwise noted in their respective service record that the specific training was not received):

T S N D E S C R I P T I O N

MED-000-0036	Introduction to CBR-D
CNJ-495-0412	General Shipboard FF (Only if attended basic training during previous 6 years)

For Enlisted Surface Warfare Specialist/Submarine Specialist (SS) Qualified Enlisted personnel: In addition to TSN MED-000-0036 and CNJ-495-0412, Enlisted Surface Warfare Specialist/SS qualified personnel may also be awarded credit for:

PQS-000-0543	Basic Damage Control PQS
PQS-000-0001	Ships 3M PQS Maintenance Man
PQS-000-0002	Ships 3M PQS Work Center/Group Supervisor

For Surface Warfare Officer/SS Qualified Officer personnel: Credit for the following TSNs may be awarded (date member received designation as Surface warfare qualified will serve as the completion date):

MED-000-0036	Introduction to CBR-D
CNJ-495-0412	General Shipboard FF (if warfare qualification obtained within previous 6 years)
PQS-000-0003	Ships Maintenance and Material Management (Division Officer)
PQS-000-0543	Basic DC
PQS-000-0572	Advanced DC/Emergency Parties (Inport)
PQS-000-0573	Advanced DC/Emergency Parties (Underway)

For Aviation Warfare qualified officer/enlisted:

MED-000-0036	Introduction to CBR-D
CNJ-495-0412	General Shipboard FF (if warfare qualification obtained within previous 6 years)

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For APG Personnel:

PQS-000-0466 Basic DC
 (First Aid and CBR-D only)

NOTE : No training requirements, other than those listed above, may be satisfied by accession level training.

4410. Employment of In-Assignment Processing (IAP) Personnel. IAP personnel do not have mobilization billets and, therefore, cannot be assigned a Reserve Billet Training Plan (RBTP) in the RSTARS-TM system. It is important, however, that these Reservists be meaningfully employed. The Reserve unit and RESCEN COs must determine the best employment of IAPs. Some may contribute the most to the Navy by providing peacetime support while others might best be employed training for an anticipated billet/mobilization assignment or conducting general rate training.

Exhibit IV-4-1

TRAINING DOCUMENT MATRIX

<u>TSN PREFIX</u>	<u>TRAINING REQUIREMENT</u>	<u>DOCUMENTATION</u>	<u>FILE/ENTRY REQUIRED</u>
FAM	Gaining Command/Unit Indoctrination	Memo from unit CO, Muster Sheet	Updated ITAR
NOB	Navy Officer Billet Code (NOBC)	BUPERS/NAVRESPERSSEN Letter, DD-214	RSTARS RUAD or Service Record
NEC	Navy Enlisted Classification (NEC) Code	BUPERS/NAVRESPERSSEN Letter, DD-214, RSTARS RUAD	RSTARS RUAD and S/R Pg 4
PQS	Personnel Qualification Standards (entire PQS or individual sections may be documented)	PQS Final Qualification Package, PQS Section Package with authorized	S/R Pg 4 (Enlisted) S/R Pg 13 (Officer) signature
MED	Basic Life Support (BLS)	American Red Cross or Heart Association Card, Command Certification with qualified instructor	S/R Pg 4 (Enlisted) copy of Certificate in S/R (Officer)
MED	Advanced Cardiac Life Support (ACLS)	American Red Cross or Heart Association Card	S/R Pg 4 (Enlisted) Certificate in S/R (Officer)
STS	SQIP Correspondence Courses Other Formal Courses		Letter Certificate in S/R or Pg 13 (Officer)
JQR	Job Qualification Requirements (JQR)	Gaining Command or Unit CO Letter/Memo	RSTARS(TM)
OJT/KNO/ MIS	Knowledge/On-the-Job/ Miscellaneous Training	Unit CO/TO Letter/Memo	RSTARS(TM)
GMT	General Military Training. (Directed Training)	3500 Muster Sheet attached to UTS	RSTARS(TM)

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Exhibit IV-4-1

TSN			FILE/ENTRY
<u>PREFIX</u>	<u>TRAINING REQUIREMENT</u>	<u>DOCUMENTATION</u>	<u>REQUIRED</u>
CM__ or CN__	Mist CANTRAC Courses	Certificate or NITRAS	S/R Pg 4 (Enlisted) Letter/ Certificate in S/R or Pg 13 (Officer)

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SECTION IV

EXECUTION

CHAPTER 5

FEEDBACK REPORTS

4501. General. To ensure continual process improvement, it is essential that there is effective communication between all echelons in the chain of command. There are several existing formal methods for providing feedback to higher authority, and there are additionally recommended informal means of providing feedback.

4502. TRRs. TRRs are used within the Surface Reserve Force to communicate to the chain of command the need for resources that may not be readily available at local training sites. Unit COs commonly use TRRs to request additional courses from RESCENS. In turn, RESCEN COs use them to request additional courses, instructors, or funding from REDCOMs. TRRs are also forwarded to COMNAVSURFRESFOR (N71A) to report administrative discrepancies in RBTRs/ITPs.

a. Example of TRR submission. An administrative error on RBTRs/ITPs (such as course deletions or spelling errors) warrants TRR submission via the chain of command. Once a TRR has been received at COMNAVSURFRESFOR, approved changes will be made to the electronic database and revisions will be seen when the next RSTARS(TM) update is accomplished. Reservists may train and readiness may be reported to the revised requirements once approved TRRs are received.

b. Importance of the TRR. The TRR is one of several methods to identify actual training deficiencies. If REDCOMs receive TRRs and determine that they represent training deficiencies that involve training matters affecting personnel beyond the Naval Reserve, they should forward them to Chief of Naval Education and Training via the Navy Training Feedback System discussed in OPNAVINST 1500.71.

c. Submission Guidelines. Following these guidelines contributes to faster response to TRRs by COMNAVSURFRESFOR (N71A) personnel:

(1) If there is a question about an ITP or TSN, provide the ITP number (i.e., E-04-28-XXXX) or TSN.

(2) If a question is billet-related, provide the RUIC/RBSC/AUIC information.

d. NOBC/NEC/Billet Descriptions/TRRs. TRRs are not an appropriate means to change billet descriptions or titles, NOBC/NECs, and rate/rating. These items can only be changed via Total Force Manpower Management System by the gaining command per OPNAVINST 1000.16J.

4503. Informal Feedback to RESCENS. It is critical that unit COs provide feedback to the RESCEN FTS personnel regarding problems associated with berthing, travel claims/pay. These issues should always be resolved at the lowest possible level, however, they should be brought to the attention of the chain of command whenever necessary.

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SECTION IV

EXECUTION

CHAPTER 6

INSTRUCTORS

4601. IC. An active duty FTS IC will be assigned in writing by the RESCEN CO (collateral duty notice is sufficient). The IC must hold the 9502 NEC. If this prerequisite has not been met, a school quota will be requested to fulfill this requirement. For small activities, the RESCEN CO may appoint a SELRES IC in the absence of a qualified active duty individual; however, an FTS individual will be assigned as an assistant to handle any requirements outside of the drill weekend. The IC will maintain a current list of all available instructors/SMEs. At the beginning of each FY, the IC will produce an RSTARS(TM) Instructor Employment Report to identify areas of expertise of assigned personnel and provide a copy to all unit COs.

4602. Instructor Assignment. An instructor is an individual (active duty or SELRES) who holds NEC 9502. The area of instruction may not always be within the field of the instructor's technical expertise. Given ample time to prepare, an instructor should be able to conduct formal classroom training for a variety of subjects. Areas of instruction should normally be within the instructor's technical field(s) of expertise whenever possible. Prospective instructors must meet the prerequisites listed in the CANTRAC for FTS personnel or NAVRESPRODEVCENNOTE 1500 for SELRES.

4603. SME. An SME is an individual who has thorough knowledge of a particular subject or area. This knowledge may have been obtained from many sources such as: Formal schools, OJT, or civilian occupation experience. SMEs should receive, at a minimum, the 2 day Instructor Training Course. All candidates for SME duty will be certified by the unit CO to conduct unit training or the RESCEN CO for consolidated training. Once certified, all instructors and SMEs will be entered in the RSTARS(TM) Instructor Update option to identify their status.

4604. Instructor Cadre. Once certified, the IC will ensure that the RSTARS(TM) Instructor Update option reflects all approved instructors/SMEs. Once the Instructor Update is completed, the IC will produce an RSTARS(TM) Instructor Listing Report identifying all personnel designated as an instructor or SME. The IC will ensure all unit COs and key training personnel receive an updated copy of the Instructor Listing Report. This final approved list of instructors/SMEs are the center's cadre of instructors. The cadre of instructors will be available to conduct training for all units assigned. While instructing classes is an extremely important responsibility, this will never take the place of receiving required billet training. When an instructor/SME is identified to conduct training, the IC will ensure that the instructor receives a copy of the RSTARS(TM) CTS which lists all scheduled training and assigned instructors for a drill weekend.

4605. Instructor Training. The IC will ensure that all instructors are adequately trained by:

- a. Requesting quotas for instructor training.

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- b. Providing in-house training on class presentation, curricula preparation techniques and training resources familiarity.
- c. Obtaining a quota for the 2 day Instructor Training Course; or conducting the course locally.

4606. Instructor Notification. The IC will ensure that notification of instructors who are scheduled to conduct training takes place. This will be accomplished at least two drill weekends in advance of the scheduled classes. All instructors will be notified of scheduled training evolutions before completing the drill weekend to meet the two drill weekend lead/time requirement.

4607. Training Aids/Curriculum Preparation. Once the instructors are notified of a scheduled class, they will be responsible for providing a list of required training materials to the TAL. The TAL will report any scheduling conflict with equipment to the IC immediately. The TAL should ensure the requested equipment is available and ready for use at the scheduled time. The TAL should also inform the instructor of any new/improved aids available to teach the class. Training materials which are not held will be ordered immediately.

4608. Class Preparation. Instructors will be familiar with all available training materials which may be related to the subject assigned. In many cases courses have been developed for the subject assigned. If a specific course has not been developed there are usually QSPs or audiovisual materials available which can be included in the instructor's lesson plan. The materials should be reviewed and appropriate items used to develop a subject lesson plan. This initial lesson plan will be submitted to the IC at least one drill weekend before the scheduled class for approval. A copy of the lesson plan will be maintained on file at the RESCEN as long as it is current.

4609. Instructor Evaluation. The IC will ensure each assigned instructor is evaluated using the Classroom Instructor Evaluation Checklist CNET-GEN 1540/4 (Rev. 9-92). NAVEDTRA 135 (Navy School Management Manual) provides amplifying guidance on the instructor evaluation process and may be used. All instructors/SMEs will be evaluated at least annually. The IC will ensure evaluations are completed for all FTS instructor/SME personnel. Each unit CO will ensure the evaluations for SELRES instructors and SMEs assigned to their respective unit are conducted. The IC may assign any instructor as an evaluator. All evaluations will be conducted discreetly with a brief from the evaluator with the instructor both before and following the class. The IC will ensure that unit COs not familiar with conducting instructor evaluations are briefed on the particular aspects of conducting evaluations. If an evaluator determines that an instructor's performance is deficient, the IC and RESCEN CO will review the evaluation and determine resolution.

4610. Training. The IC will conduct instructor training on a quarterly basis for all assigned instructors and SMEs. This training will focus on instructor responsibilities (as they relate to each individual command), training resources familiarity, instructor techniques, and library familiarization.

4611. Master Training Specialist (MTS). This program has evolved from an award program to a formal certification process. MTS certification signifies that an individual has achieved a standardized level of excellence as an.

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instructor and demonstrates a thorough knowledge of training administration and curriculum development management. Pertinent references include: COMNAVRESFORINST 1414.1; CNETINST 5000.5A; Master Training Specialist Job Qualification Requirements (JQR) Handbook supports CNETINST 5000.5A. All MTS packages must be submitted to COMNAVSURFRESFOR (N72). MTS selectees will be presented with a Certificate of Accomplishment forwarded by COMNAVSURFRESFOR, and an entry will be made in the member's service record.

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SECTION V

ANALYSIS

CHAPTER 1

READINESS

5101. General. Once training has been accomplished and properly documented in RSTARS(TM) and RSTARS, several automated reports are provided to allow the chain of command to oversee and monitor the training readiness of individual Reservists, Reserve units, all of the Reservists assigned to a particular gaining command, and the entire Surface Reserve Force. This analysis will be conducted at every echelon at least once per month.

5102. References. COMNAVRESFORINST 3501.1K provides policy for assessing the readiness of augment units in the Naval Reserve. Commissioned units report readiness via SORTS following the guidance in NWP 10-1-11. The remainder of this section will address readiness of augment units only.

5103. Automated Systems Support. COMNAVSURFRESFOR uses the following automated information systems to monitor readiness:

a. RSTARS . The RSTARS system is used at the echelon IV and V level to input and retrieve personnel, training, and medical information. The RSTARS system contains three modules: RSTARS(MP) for manpower data, RSTARS(TM) for training information, and RSTARS(MM) for medical data. RSTARS-MP can exchange certain data with RSTARS(TM) and RSTARS(MM). RSTARS(MP) then communicates data to echelon's II and III electronically by uploading to the RTSSs.

b. Command Training Management Module (CTMM). CTMM is the system used at the echelon IV level to oversee and monitor training readiness and scheduling. RSTARS (TM) can electronically transfer training information to the CTMM at echelon IV. CTMM gives echelon commanders various reports options for reviewing and analyzing this data.

c. RTSS. RTSS is also referred to as the remote headquarters system because it is the headquarters system which receives the updates from RSTARS-MP data transmissions. RTSS provides information, for both personnel and training readiness, that can be assembled by individual, Reserve unit, REDCOM, or force. This system is used primarily by echelon II and III, however, additional access terminals are available at the REDCOMs and a few other echelon IV commands.

d. Operations Support System (OSS). The OSS is only available at echelon III and above major staffs and is used to retrieve classified SORTS data on commissioned units. This data allows comparison of the master SORTS database to submitted messages to ensure accuracy of information available to the TYCOMs and the CINCs.

5104. Definition of Mobilization Readiness. COMNAVRESFORINST 3501.1K states force policy on readiness. The Reserve Force monitors and reports Readiness Using Billet Training (CTRN) and Personnel Manning Levels (CPER) and also focuses on managing other areas that hinder the expeditious mobilization of units or personnel. These areas include accession level training requirements, medical preparedness, and administrative preparedness.

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a. CTRN. CTRN is defined as the sum of the IRADs divided by the total number of personnel assigned. As discussed previously, the IRAD only includes that training which is essential for mobilization. Training which does not preclude mobilization is categorized as performance enhancing and not included in the calculation of the IRAD or CTRN. CTRN may be calculated for different groupings to provide CTRN readiness data to meet the specific needs of different customers. The CTRN readiness of a gaining command would be the IRAD average of all Reservists assigned to mobilization billets of the gaining command. The CTRN of an NRA is the IRAD average of all Reservists assigned to mobilization billets in the NRA. For a Reserve unit, CTRN is the IRAD average of all local assigned and cross-assigned in Reservists. This is the same calculation that was previously used to determine the "T rating" for training readiness. Overall Training Effectiveness (OTE) provides a measure of local performance, but is not factored into the measure of CTRN. The CTRN level is defined as:

Percentage level of CTRN	CTRN Level
85-100	CTRN- 1
70-84	CTRN- 2
55-69	CTRN- 3
00-54	CTRN-4

b. CPER. The CPER element of the readiness equation provides the percentage of filled mobilization billets. Nonmobilization billets (Administrative Surface/Administrative Air) are not included in this computation. The CPER level is defined as:

Percent of billets filled	CPER Level
90-100	CPER-1
80-89	CPER-2
55-79	CPER-3
00-54	CPER-4

c. CROVL. CTRN and CPER are compared with each other to determine the C-Rating Overall (CROVL) of each augmenting unit. The lowest readiness category will determine the aggregate level of readiness. The C-Rating Overall (CROVL) is defined as C-1 to C-5.

5105. Examining the Data. Readiness must be examined as a process. No competition or comparisons should be instituted for the purpose of ranking one command against others. It is inappropriate to comment on a command's readiness relative to other similar commands in an officer's Report of Fitness or an Enlisted Evaluation. Each program, REDCOM, RESCEN, or unit will be examined independently without any attempt to compare or rank with other similar entities. The goal for each command is to maximize readiness recognizing that there are many constraints placed upon a command that are beyond the command's control. If readiness decreases as a result of these uncontrollable factors, the command should ensure that the chain of command is aware of this analysis. If factors exist that are within the command's control, the command should incorporate process improvements into the evolving plan for continued readiness improvement.

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5106. RSTARS(TM) Reports Available. The RSTARS (TM) End Users Manual provides detailed guidance on all of the reports available in RSTARS. Some of the more useful reports used in readiness analysis include:

- a. The Unit(s) Overall Training Effectiveness (OTE) for RESCEN which is a listing of OTE for the RESCEN by unit and the average for the RESCEN.
- b. The unit OTE by Individual for NR (name of unit) which is a listing of OTE for each person in a unit.
- c. The unit OTE Requirements for NR (name of unit) which is a listing of each TSN and how many associated points can be obtained by the unit if all members were to complete the item.
- d. The TRR for NR (name of unit) which is a listing of outstanding requirements by TSN.
- e. The Training Comparison Report allows a unit to look at each member's IRAD compared to their percent qualification local and CAO only.
- f. The Readiness Comparison Report for NR (name of unit) also allows a unit to look at the IRADs percent qualification for local and CAI personnel only.

5107. Current Automated Information Constraints. The element entitled RUIC CPERS will not normally include COMNAVSURFRESFOR unstructured billets in this calculation. AUIC CPERS does include the unstructured billets in the calculation because it is based on billets authorized. Periodic updates to RSTARS-MP and transmission to RTSS are required to prevent CROVL from degrading.

5108. Displaying Readiness Data

a. The data from the readiness equation can be displayed in many formats. The computer software available to your command may be the greatest limitation experienced. The following are examples of some ways the data can be displayed:

- (1) Control charts
- (2) Pie charts
- (3) Bar charts
- (4) Run charts

b. Remember these are only a few examples of ways to graphically display the data by unit, RESCEN, REDCOM, program or force. The ability to choose the best option based upon the data being examined gives everyone maximum flexibility and allows for the vast differences in composition of each REDCOM, program, and types of units. COMNAVSURFRESFOR does not mandate the particular method used by other echelons to display readiness data.

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SECTION V

ANALYSIS

CHAPTER 2

CONTINUOUS LOOP PROCESS

5201. Local Concerns. Chapter 1 of this section discusses analysis of readiness at all levels of the chain of command. Oftentimes, there is a tendency to limit analysis to only these easily measurable areas. However, some of the most important analysis is conducted at the local level, is much more informal, and is not quantifiable. After each drill weekend or each major training evolution, the Reserve unit/RESCEN staff personnel should critically assess the training conducted to determine what improvements could be made in the future. Instructor evaluations, course/class critiques, TRRs, and PBFT discussions are just a few of the mechanisms mentioned in this instruction for capturing potential areas needing further evaluation for process improvement. COs must also be aware of logistics problems, facilities issues, and morale concerns. Each commander/CO must constantly seek to improve the training environment, the quality of life, and the mobilization readiness of our Reservists.

5202. Feedback Loop. Once areas for improvement or remaining deficiencies are identified, the process is only completed if feedback is provided to begin the planning phase of the training process again. For example, once the drill weekend is over, training has been documented and analysis done, the remaining deficiencies must be identified and a new plan developed to accomplish this training. This continuous loop can only function effectively if thorough and detailed analysis is conducted and process improvements initiated that will maximize productivity and readiness gains.

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SECTION VI

COMMAND/UNIT TRAINING

CHAPTER 1

ADMINISTRATIVE TRAINING REQUIREMENTS

6101. General. To maximize productivity and efficiency, it is essential that we provide certain prerequisite training to the personnel performing the administrative duties at our activities. Most of this training is available from Naval Reserve Professional Development Center (NAVRESPRODEVCCEN), New Orleans. Some of the training can also be obtained through other Navy training commands and local resources in the community. This administrative training is generally required for FTS personnel, however, nothing precludes a SELRES from also attending these courses if the training is required for the Reservist's administrative responsibilities in their unit.

6102. Funding. Funding for required schools is available through several sources. Ideally, it is preferred that FTS personnel attend their required courses enroute to their new command using Permanent Change of Station (PCS) funding provided in their PCS orders. This is becoming increasingly difficult, however, with the ongoing efforts to reduce the PCS training pipelines and associated costs. COMNAVSURFRESFOR provides O&M,NR funds to each REDCOM to support this training through the TTT program. TTT funding is intended to support that training required by a FTS member to prepare the FTS member to instruct others in the course subject matter. In the past, use of this funding has been limited to only those courses taught by NAVRESPRODEVCCEN. TTT funding can now be used for any FTS training that is needed by the FTS member in the performance of the member's primary or collateral duties, provided the member will use the knowledge gained from the training to instruct others. For example, if several personnel at an activity need training on a particular software program, one or two FTS members should be sent to a formal training course on that software to gain the knowledge necessary to give the others the basic instruction they need. REDCOMs must carefully oversee the expenditure of these funds to ensure that the money is being spent in the most effective manner. Priority should be given to funding those schools taught by NAVRESPRODEVCCEN with TTT funds first. If TTT funds are not available, REDCOMs may reprogram other surface training funds to pay for required FTS training. Table VI-1-1 of this chapter identifies the minimum essential training required for personnel performing certain administrative duties. Echelon IV commanders may waive any of these requirements except those related to collateral duties that are mandated by higher authority. Waivers must be in writing with appropriate justification. This waiver policy allows the flexibility for each NRA to tailor its FTS training plan to fit the experience and knowledge base of the personnel assigned. Many of these courses are also available to SELRES if the training is required for them to perform their duties and course attendance does not conflict with the need to accomplish higher priority ITP requirements.

6103. Administrative Training Requirements. Table VI-1-1 of this chapter lists those specific courses that are required training. In addition to these specific courses, the following general guidance is provided.

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a. Total Quality Leadership (TQL) courses. Those personnel officially designated to perform functions within the TQL program are required to attend the requisite courses. There is no requirement for other than introductory/fundamentals TQL training at the echelon V level for any command member other than the CO. All COs must be graduates of the senior leadership seminar.

b. Leadership continuum training. All Training and Administration of Reservist (TAR) personnel will comply with the requirements of the CNO-mandated leadership continuum training.

c. Computer skills training. The Naval Reserve has developed into a highly automated working environment. For personnel to effectively perform their duties, they must have a working knowledge of computers and fundamental computer skills. Personnel lacking this knowledge must be given basic training in DOS, Windows, and wordprocessing. This training is a prerequisite for all courses taught at NAVRESPRODEVCEEN, and is available through several Navy commands and in most local communities using CAT. Training should be provided in those software programs that are required by each FTS member in the performance of their duties. Training should not be funded for any software that is not on the NRA's table of allowance or is not required by the FTS member in the performance of their duties.

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Table VI-1-1
REQUIRED ADMINISTRATIVE SCHOOLS

<u>Course</u>	<u>CIN</u>	<u>Location</u>	<u>Required for</u>
Reserve Activity Commanding Officer Course	R-07A-0010	NRPDC	RESCEN CO
Reserve Center Training Officer	R-08B-0008	NRPDC	REDCOM/RESCEN TO
Command Master Chief	R-521-0001	NRPDC	Collateral duty CMC
Career Information	R-501-0005	NRPDC	Echelon IV career counselors
Enlisted Training Administration	R-500-0006	NRPDC	REDCOM/RESCEN training department personnel
RIMS-OM	R-500-0037	NRPDC	All operations department (orderwriting) personnel
Personnel Administration	R-500-0005	NRPDC	All assigned to personnel (manpower) department
Medical Administration	R-500-0007	NRPDC	All medical department
Supply and Fiscal Support	R-551-0010	NRPDC	All Logistics/Supply Department enlisted personnel
Reserve Pay Course	R-540-0001	NRPDC	RESFIRST coordinator
TAR Officer Accession	R-5K-0001	NRPDC	All new TAR officers must attend within 1 year of designation
Automated Data Processing Security Officer	N/A	Various	All AIS Security Officers

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<u>Course</u>	<u>CIN</u>	<u>Location</u>	<u>Required for</u>
Drug and Alcohol Program Advisor	P-501-0060	Various	All DAPAs
Naval Security Manager	S-3C-0001	Various	All Security Managers
Command Training Team/ Assessment Team	P-050-0001	Various	All CTT/CAT members
Safety Supervisor	NAVEDTRA 12971		Safety Coordinator
HAZMAT Course	A-322-2600	Various	Commands with an NEC 9595 billet
CPR Certification	N/A		Local Fitness Coordinator
High Risk Safety Officer	J-493-3000	Various	Safety Officer for Damage Control Training at DCT sites
Ammunition Administration	A-4A-0160	Various	Ammunition Accountability Officer at commands which hold ammunition
Communication Security Material System	A-4C-0014	Various	CMS Custodian at commands with CMS accounts

Note: Due to space limitations the acronyms in this table may not be authorized acronyms and are defined below:

<u>Acronym</u>	<u>Definition</u>
ADP	Automated Data Processing
AIS	Automated Information System
CAT	Command Assessment Team
CMC	Command Master Chief
CMS	Communications Security Material System
CO	Commanding Officer
CPR	Cardiopulmonary Resuscitation
CTT	Command Training Team
DAPA	Drug and Alcohol Abuse Program
DCT	Damage Control Training
HAZMAT	Hazardous Material
N/A	Not applicable
NEC	Navy Enlisted Classification
NRPDC	Naval Reserve Professional Development Center
TAR	Training and Administering the Reserve

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List of References

The following is a list of the current instructions/notices and publications mentioned in this instruction:

SECNAVINST

1770.3B
5211.5D
5300.30C
6600.4

BUMEDINST

6230.15
6320.66B

CNETINST

5000.5A

OPNAVINST

1000.16J
1001.21B
1500.22D
1500.71
4631.2D
4650.11F
4650.15
5510.1H

COMNAVRESFORINST

1001.5C
1414.1A
1550.12
1571.7H
3501.1K
6000.1A
6110.2A

COMNAVSURFRESFORINST

3120.1
4790.1B

BUPERSINST

1001.39C
1610.10

Publications

U.S. Code Title 10

Section 262

U.S. Navy Regulations, 1990

NAVPERS 18068F

Manual of Enlisted
Classifications and
Occupational Standards

15839H

Manual of Navy Officer
Manpower and Personnel
Classifications

NWP-O

Naval Warfare Publication

NWP 10-1-11

Naval Warfare Publication

STS 414

Library Guide

EPS End Users Manual

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Version 08

RSTARS(TM) End Users Manual

MANMED P-117

Manual of the Medical
Department

NAVEDTRA 10500

Catalog of Navy Training
Courses

NAVSO P-1459

Joint Federal Travel
Regulations

NAVEDTIU 135

Navy School Management
Manual

COMNAVRESFOR P7100.1A

Budget and Financial
Guidance Manual

Federal Travel Directory

Master Training Specialist
Job Qualification
Requirements (JQR)
Handbook

31 AUG 1998APPENDIX BList of Forms

<u>Form Number</u>	<u>Title</u>	<u>Stock Number</u>
CNET-GEN 1540/4	Classification Instructor Evaluation Checklist;	S/N 1907-LL-NFO-3724
DD 1149	Requisition Invoice and Shipping Document	S/N 0102-LF-017-7900
DD 1351-2	Travel Voucher	S/N 0102-LF-016-2700
DD 1556	Request Authorization Agreement; Certification of Training and Reimbursement	S/N 0102-LF-001-5562
NAVCOMPT 2120	Training Duty Pay Voucher	S/N 0104-LF-702-1202
NAVCOMPT 2275	Work and Services; order form	S/N 0104-LF-702-2751
NAVCOMPT 2277	Voucher for Disbursement and/or Collection	S/N 0104-LF-003-0800
NAVPERS 1070/602	Dependency Application Record of Emergency Data	S/N 0106-LF-018-6022
NAVPERS 1070/604	Enlisted Qualification History	S/N 0106-LF-012-2500
NAVPERS 1070/613	Administrative Remarks	S/N 0106-LF-010-6991
NAVRES 1571/15	Requests for Training Orders	S/N 0117-LF-015-3900
NRPC 1200/1	Naval Reserve Qualification Questionnaire for Inactive Duty Personnel	Stocked by NRPC NAVRESPERSSEN (Code 22)
NAVSURFRES 1550/15 (Rev 1-97)	Request for STS Material	Stocked by COMNAVSURFRESFOR (N72)
NAVSURFRES 1570/8	Consolidated/Unit Training Schedule	Stocked by (Rev 1-97) COMNAVSURFRESFOR (N72)
NAVSURFRES 1570/18	Training Resource Request	S/N 0117-LF-011-6400
NAVSURFRES 1571/1	AT Check-in/Check out Sheet	Stocked by COMNAVSURFRESFOR (N72)

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Form NumberTitleStock Number

OPNAV 1500/39	Navy Training Feedback System Report	S/N 0107-LF-013-7400
SF 600	Standard Form 600	S/N 7540-00-634-4176
SF 1164	Claim-Reimbursement for Expenditure on Official Business	S/N 0104-LF-800-0077

31 AUG 1998APPENDIX CList of Reports

The following is a list of reports mentioned in this instruction which has been approved for only 3 years from the date of this directive:

1. Planning Board for Training Minutes, contained in paragraph 3206 is assigned report control symbol COMNAVSURFRESFOR 1570-17.
2. Consolidated Plan of the Day, contained in paragraph 3601 is assigned report control symbol COMNAVSURFRESFOR 1570-19.
3. IDTT funding request, contained in paragraph 4301d is assigned report control symbol COMNAVSURFRESFOR 7100-19.
4. IDTT Event Funding Cost Report, contained in paragraph 4301d(6) is assigned report control symbol COMNAVSURFRESFOR 7100-20.

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